



Travel Voucher (Restricted Use)

Control No.

E130212

Name	Employee ID	Phone Number
Milne, Gala	s.22	(250) 387-1866
Client Organization	Job Title	Travel Group Code
Attorney General	Ministerial Assistant	3

5. Date Completed 2018/12/06	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	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
2018	Destination	Start	End								
11/28	*Vic-Van Helijet	0900	2359		0.00	11.90	F-B	41.00	269.09		
11/29	Vancouver	0000	2359		0.00		F-BL	30.50	269.09		
11/30	Vancouver	0000	2359		0.00			0.00		36.76	s.22
12/01	Van-Vic BC Ferry	0700	2359		0.00	88.90		0.00			

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 100.80	38. \$ 71.50	39. \$ 538.18	40. \$ 36.76	Claim Total \$ 747.24
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[illegible]

Less Travel Advance	
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105

AMOUNT DUE TO EMPLOYEE

54.	\$ 747.24
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45. Employee Signature (See Audit Trail)

- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.

Print Name

Date Signed _____

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) E130212 for Milne, Gala

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/06 10:44:04	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 10:45:18	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 10:46:05	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 10:54:30	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:08:39	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:23:56	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:24:12	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:31:42	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:32:16	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:32:21	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/06 11:46:17	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2018/12/13 14:57:02	Milne, Gala (IDIR\GMILNE) Gala.Milne@gov.bc.ca		Initiated	Smith, George S. George.Smith@gov.bc.ca
2018/12/13 15:13:27	Smith, George S (IDIR\GEOSMITH) George.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130212 for Milne, Gala

2 note(s) returned.

Created On	Author	Note
2018/12/06 11:23:56	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	11/28/2018 Helijet Flight \$ from Vic-Van P-Card, Cab \$11.90, Per Diem (F-B) \$41.00, Hotel \$269.09 11/29/2018 Vancouver Per Diem (F-BL) \$30.50, Hotel \$269.09 11/30/2018 Vancouver s.2 \$36.76 (The Canadian Bar Association Aboriginal Lawyers Forum Annual Holiday Banquet- s.2 s.22 12/01/2018 BC Ferries \$74.70 Van-Vic from MA P-Card, Cab \$14.20 to Ferry terminal, 11/30/2018-from previous note Hotel \$280.83 from P-Card. MA not claiming
2018/12/06 11:31:42	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	

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Addo, Wolfgang AG:EX

From: passengerservices@helijet.com
Sent: Thursday, December 6, 2018 10:31 AM
To: Addo, Wolfgang AG: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

Gala Milne

Booking s.22

Wednesday, November 28, 2018

Invoice #354308

710

FARE-YWH-FULL_Winter18-19

\$309.52

09:35 Victoria Harbour (Downtown)

+ GST

\$15.48

10:10 Vancouver Harbour (Downtown)

Billing

\$309.52

35 minutes

Taxes

\$15.48

Grand Total

\$325.00

Confirmed

Mastercard

\$325.00

1 Passengers - Full-Fare

Date / Time

November 28, 2018 @ 9:14:51 AM

Gala Milne, Female

Summary

s.17

Add to Calendar

Expiration

Authorization

121450

Ms Gala Milne
s.22Room Number : s.15
Arrival Date : 28-NOV-2018
Departure Date : 30-NOV-2018

INFORMATION INVOICE

Page No. : 1 of 1
Folio No. : s.22
Conf No. :
Invoice No. :
Cashier No. : 217
Membership No. :Group Code : s.15
Company Name : Federal Government Employees

Date	Description	Reference	Charges	Credits
11-28-18	Room Charge		229.00	
11-28-18	Room DMF Fee 1.3%		2.97	
11-28-18	Room PST Tax 8%		18.56	
11-28-18	Room MRDT Tax 3%		6.96	
11-28-18	Room GST Tax 5%		11.60	
11-29-18	Room Charge		229.00	
11-29-18	Room DMF Fee 1.3%		2.97	
11-29-18	Room PST Tax 8%		18.56	
11-29-18	Room MRDT Tax 3%		6.96	
11-29-18	Room GST Tax 5%		11.60	
11-30-18	Mastercard	XXXXXXXXXXXX s.17	xx/xx	538.18
			Total	538.18 538.18

GST Tax Summary:	s.15
Room GST:	23.20
F&B GST:	0.00
Other GST:	0.00
Total GST:	23.20

Balance Due CAD \$ 0.00

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

Ms Gala Milne
s.22

Room Number : s.15
Arrival Date : 28-NOV-2018
Departure Date : 30-NOV-2018

INFORMATION INVOICE

Page No. : 1 of 1
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11-29-18	Room PST Tax 8%		18.56	
11-29-18	Room MRDT Tax 3%		6.96	
11-29-18	Room GST Tax 5%		11.60	
11-30-18	Mastercard	XXXXXXXXXXXX s.17	XX/XX	538.18
Total			538.18	538.18

GST Tax Summary:	s.15
Room GST:	23.20
F&B GST:	0.00
Other GST:	0.00
Total GST:	23.20

Balance Due CAD \$ 0.00

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature



Above CSA Rates
Minister's Approval Required

Ms Gala Milne
s.22

Room Number : s.15
Arrival Date : 30-NOV-2018
Departure Date : 01-DEC-2018

INFORMATION INVOICE

Page No. : 1 of 1
Folio No. :
Conf No. : s.22
Invoice No. :
Cashier No. : 217
Membership No. :

Date	Description	Reference	Charges	Credits
11-30-18	Advance Deposit			280.83
11-30-18	Room Charge		239.00	
11-30-18	Room DMF Fee 1.3%		3.10	
11-30-18	Room PST Tax 8%		19.37	
11-30-18	Room MRDT Tax 3%		7.26	
11-30-18	Room GST Tax 5%		12.10	
Total			280.83	280.83

Balance Due CAD \$ 0.00

GST Tax Summary:	s.15
Room GST:	12.10
F&B GST:	0.00
Other GST:	0.00
Total GST:	12.10

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

Ms Gala Milne
s.22

Room Number : s.15
Arrival Date : 30-NOV-2018
Departure Date : 01-DEC-2018

INFORMATION INVOICE

Page No. : 1 of 1
Folio No. :
Conf No. : s.22
Invoice No. :
Cashier No. : 217
Membership No. :

Date	Description	Reference	Charges	Credits
11-30-18	Advance Deposit			280.83
11-30-18	Room Charge		239.00	
11-30-18	Room DMF Fee 1.3%		3.10	
11-30-18	Room PST Tax 8%		19.37	
11-30-18	Room MRDT Tax 3%		7.26	
11-30-18	Room GST Tax 5%		12.10	
Total			280.83	280.83

GST Tax Summary:	s.15
Room GST:	12.10
F&B GST:	0.00
Other GST:	0.00
Total GST:	12.10

Balance Due CAD \$ 0.00

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature



**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.

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Gala Milne

TELEPHONE NO.

(250) 387-1866

YYYY / MM / DD

DATE
SUBMITTED

2018/12/13

MINISTRY/DIVISION/BRANCH

Attorney General

LOCATION (CITY) OF EVENT

Vancouver

YYYY / MM / DD

START DATE
OF EVENT

2018/11/30

YYYY / MM / DD

END DATE
OF EVENT

2018/11/30

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.

The Canadian Bar Association Aboriginal Lawyers Forum Annual Holiday Banquet
s.22

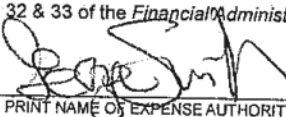
SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

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.

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: s.22	6531	\$ 36.76
ESTIMATED TOTAL		\$ \$ 36.76

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
15002	10005	1500000
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
 PRINT NAME OF EXPENSE AUTHORITY George Smith		DATE SIGNED YYYY / MM / DD

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.

Gala Milne via travel claim

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

X

REIMBURSEMENT TOTAL**\$ 36.76**

s.15

SALE
11-30-18 16:44
REG#31 TRAN#7604 CSHR#111

s.22	
7822813619	4.50
s.22	
63834803087	18.95
s.22	
2801554718766	10.00
SUBTOTAL	\$33.45
GST 5.000%	1.67
PST 7.000%	1.64
TOTAL	\$36.76
Debit	36.76
** TRANSACTION RECORD **	

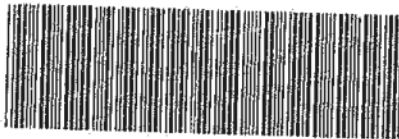
Tran. #: 5076

Interac Purchase
From Default
xxxxxxxxxxxx:s.17 P
AID: A0000002771010

Amount CAD\$36.76

APPROVED 602973
00-001 602973
POS31/SF03DC01
001001001025
Invoice #: 3111307604
2018/11/30 16:44:57

CHANGE DUE \$0.00



Transaction ID: 00311811307604
GST# s.15

s.15

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/01
TIME 1234 07:08:41
CLERK ID 1
INVOICE # 506103
RECEIPT NUMBER
C85000502-001-875-002-0

PURCHASE
AMOUNT \$14.20
TIP s.22
TOTAL

MasterCard
A0000000041010
0F7681ABF5E266F5
0000008000-E800

APPROVED

AUTH# 100841 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

604*871*1111
GST*1054855080
DOWNLOAD
VAN TAXI APP

To
Swartz Bay



LANE 41

RECEIPT - PLEASE RETAIN

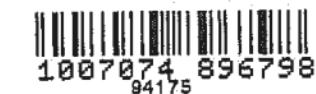
PURCHASE 2018/12/01

20' Undersize Vehi 57.50
s. Adult s.22
17-20

Total s.22
Master Card
*****s.17
AUTH 184181 6627655 0010018178 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

TOTAL
\$74.70

CARDHOLDER COPY
TSA 01 Dec 2018 07:41:01



SEE REVERSE SIDE OF TICKET

BLUEBIRD CABS #14
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/28
TIME 3793 09:13:50
RECEIPT NUMBER
C85006167-001-280-006-0

PURCHASE
AMOUNT \$11.90
TIP s.22
TOTAL

MasterCard
A0000000041010
26D6406BCA7FBEAD
0000008000-E800
B2E64A762376017B

APPROVED

AUTH# 121351 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Control No.

E130040

Name	Employee ID	Phone Number
Xia, Eveline ✓	s.22	(778) 679-5842
Client Organization	Job Title	Travel Group Code
Environment and Climate Change Strategy	Ministerial Assistant	3

5. Date Completed 2018/11/08	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters MO -Victoria

Room 112 501 Belleville St Victoria, BC V8V 1X4

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											
11/01	Vic - Van (HJ)	0700	2359		0.00	325.00	F-BL	30.50	158.63	17.00	Cab x 2
11/02	Van	0700	2359		0.00		F-D	33.25	158.63		
11/03	Van (Weekend)	0700	2359		0.00			0.00			
11/04	Van - Vic (HA)	0700	2359		0.00	P/Card		0.00		20.00	Cab

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 325.00	\$ 63.75	\$ 317.26	\$ 37.00	\$ 743.01

48.	Client Code 048 048 048 048	49.	Resp. 29005	50.	Service Line 64000	51.	STOB 5701	52.	Project 2900000	45.	Supplier Code s.22	Amount \$ 743.01
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[illegible][illegible]

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
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Audit Trail for Travel Voucher (Restricted Use) E130040 for Xia, Eveline

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/08 12:38:17	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/11/08 12:56:20	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/11/08 12:56:40	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/11/08 13:02:34	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Initiated	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/11/08 14:17:56	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Redirected	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/11/08 14:19:04	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130040 for Xia, Eveline

2 note(s) returned.

Created On	Author	Note
2018/11/08 12:38:17	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	s.22
2018/11/08 12:56:20	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	** NEW ** 11/01: Vic - Van, Helijet, s.15 Dinner, Cabs x2 11/02: Vancouver, s.15 Breakfast/Lunch 11/03: Weekend, private lodging 11/04: Van - Vic, Harbour Air (on AA PCard, attached for reference), cab

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Withheld pursuant to/removed as

DUPLICATE

Drew, Ashley ENV:EX

From: reservation@harbourair.com
Sent: Thursday, November 8, 2018 12:51 PM
To: Drew, Ashley ENV: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	Eveline Xia

Booking s.17

Sunday, November 4, 2018 ✓

Invoice s.17

Flight #2190

15:30 Vancouver Harbour / Map

16:05 Victoria Harbour / Map ✓

35 minutes

KK- Confirmed

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$198.07

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 \$10.42

1 Passenger(s) - GoFlex**Eveline Xia, Female** ✓Add to Calendar

Billing \$208.58

Taxes \$10.42

Grand Total \$219.00**Master Card \$219.00**

Date / Time November 4, 2018 @ 3:11:44 PM

Summary s.17 P/Card

Expiration

Authorization 125536

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.

Drew, Ashley ENV:EX

From: passengerservices@helijet.com
Sent: Thursday, November 8, 2018 12:18 PM
To: Drew, Ashley ENV: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	Eveline Xia

Booking # s.22

Thursday, November 1, 2018 ✓	Invoice #339542	
858	FARE-YWH-FULL_Winter18-19	\$309.52
19:40 Victoria Harbour (Downtown) ✓	+ GST	\$15.48
20:15 Vancouver Harbour (Downtown)		
35 minutes	Billing	\$309.52
	Taxes	\$15.48
Confirmed	Grand Total	\$325.00

1 Passengers - Full-Fare

Eveline Xia, Female ✓

[Add to Calendar](#)

Mastercard	\$325.00
Date / Time	November 1, 2018 @ 4:45:03 PM
Summary	s.17
Expiration	
Authorization	194503

Eveline s.22 Xia ✓
 501 Belleville St
 VICTORIA BC V8V 1X4

Receipt

Invoice date 11/4/2018
 Our reference s.22
 GST Number s.15

Guest	Eveline s.22 Xia	Arrival	10/31/2018	Departure	11/4/2018	Room	s.15
Date	Description	Quantity	Unit Price	Total (CAD)			
✓ 11/1/2018	Room Charge	1	135.00	135.00			
11/1/2018	DMF @1.293% Plus Taxes	1	1.75	1.75			
11/1/2018	Federal Tax GST	2	0.00	6.84			
11/1/2018	Provincial Room Tax	2	0.00	10.94			
11/1/2018	Municipal Room Tax	2	0.00	4.10			
✓ 11/2/2018	Room Charge	1	135.00	135.00			
11/2/2018	DMF @1.293% Plus Taxes	1	1.75	1.75			
11/2/2018	Federal Tax GST	2	0.00	6.84			
11/2/2018	Provincial Room Tax	2	0.00	10.94			
11/2/2018	Municipal Room Tax	2	0.00	4.10			
Total invoice				317.26			
11/4/2018 MC ***s.17 Auth: 130044 ✓				-317.26			
Total Paid				-317.26			
Total Due				0.00 ✓			

Total GST 13.68

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 association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/01 ✓
TIME 2650 21:27:56
CLERK ID 1
INVOICE # 905839
RECEIPT NUMBER
C85008036-001-605-009

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
F4371DB70A6E22B6
000008000-E800
3AF3FFA077BD8611

APPROVED

AUTH# 002756 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #71
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/01 ✓
TIME 0090 16:40:24
RECEIPT NUMBER
C85040082-001-552-009-0

PURCHASE
TOTAL

\$9.00

MasterCard
A0000000041010
F4371DB70A6E22B6
000008000-E800
E465346CEAD0B38

APPROVED

AUTH# 194024 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

YELLOW CAB #219
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/04 ✓
TIME 5687 15:04:03
CLERK ID 1
RECEIPT NUMBER
C85062706-001-001-584-0

PURCHASE
TOTAL

\$20.00

MasterCard
A0000000041010
BCF32CCBDEAE4E0F
000008000-E800
A6393767E0FC9F2

APPROVED

AUTH# 180404 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130105

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 Xia, Eveline ✓				Employee ID s.22				Phone Number (778) 679-5842																																																																																							
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3																																																																																							
5. Date Completed 2018/11/19			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information																																																																																							
Type of Travel In Province			14. Reason for Travel Ministerial Business					Headquarters MO Victoria, effective October 1/18																																																																																							
12. Mailing Address for Cheque Room 112 501 Belleville St Victoria, BC V8V 1X4																																																																																															
<table border="1"> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <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>Cost</th> <th>Describe</th> </tr> <tr> <td>2018</td> <td></td> <td>Vic - Van (HJ)</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td>P/Card</td> <td>F-</td> <td>51.50</td> <td></td> <td>158.63</td> <td>21.00</td> <td>Taxi x 2</td> </tr> <tr> <td>11/15</td> <td></td> <td>Van</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td>158.63</td> <td></td> <td></td> </tr> <tr> <td>11/16</td> <td></td> <td>Van - Vic (HA)</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td>P/Card</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>14.00</td> <td>Taxi</td> </tr> <tr> <td>11/18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></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	Cost	Describe	2018		Vic - Van (HJ)	0700	2359		0.00	P/Card	F-	51.50		158.63	21.00	Taxi x 2	11/15		Van	0700	2359		0.00		F-D	33.25		158.63			11/16		Van - Vic (HA)	0700	2359		0.00	P/Card		0.00			14.00	Taxi	11/18													
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	Cost	Describe																																																																																		
2018		Vic - Van (HJ)	0700	2359		0.00	P/Card	F-	51.50		158.63	21.00	Taxi x 2																																																																																		
11/15		Van	0700	2359		0.00		F-D	33.25		158.63																																																																																				
11/16		Van - Vic (HA)	0700	2359		0.00	P/Card		0.00			14.00	Taxi																																																																																		
11/18																																																																																															
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 84.75	39. ✓ \$ 317.26	40. ✓ \$ 35.00	Claim Total ✓ \$ 437.01																																																																																			
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code s.22		Amount \$ 437.01																																																																																			
Less Travel Advance 048																																																																																															
										AMOUNT DUE TO EMPLOYEE		54. ✓ \$ 437.01																																																																																			
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) E130105 for Xia, Eveline

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/19 09:14:37	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/11/19 09:15:19	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/11/19 09:21:29	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Approved	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/11/19 17:07:35	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130105 for Xia, Eveline

1 note(s) returned.

Created On	Author	Note
2018/11/19 09:14:37	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Nov 15: Helijet (on AA PCard), full day food, hotel, taxi x2 Nov 16: Breakfast/lunch/incidentals, hotel Nov 17: Weekend (no claims) Nov 18: HA (on AA PCard), taxi

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Eveline s.22 **Xia** ✓
 501 Belleville St
 VICTORIA BC V8V 1X4

Receipt

Invoice date 11/17/2018
 Our reference s.22
 GST Number s.15

Guest **Eveline** s.22 **Xia** Arrival 11/15/2018 Departure 11/17/2011 Room s.15

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 11/15/2018	Room Charge	1	135.00	135.00
11/15/2018	DMF @1.293% Plus Taxes	1	1.75	1.75
11/15/2018	Federal Tax GST	2	0.00	6.84
11/15/2018	Provincial Room Tax	2	0.00	10.94
11/15/2018	Municipal Room Tax	2	0.00	4.10
✓ 11/16/2018	Room Charge	1	135.00	135.00
11/16/2018	DMF @1.293% Plus Taxes	1	1.75	1.75
11/16/2018	Federal Tax GST	2	0.00	6.84
11/16/2018	Provincial Room Tax	2	0.00	10.94
11/16/2018	Municipal Room Tax	2	0.00	4.10

11/17/2018 MC **s.17 Auth: 153239

Total invoice 317.26

-317.26

Total Paid

-317.26

Total Due

0.00 ✓

Total GST 13.68

158.63/night

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 association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/15 ✓
TIME 0818 09:48:30
CLERK ID 1
INVOICE # 5997
RECEIPT NUMBER
C85023182-001-971-001-0

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
7D92430F1F558D5E
0000008000-E800
5B2B70F64F9C7067

APPROVED

AUTH# 124830 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #91
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/15 ✓
TIME 0897 07:58:20
RECEIPT NUMBER
C85023872-001-383-011-0

PURCHASE
TOTAL

\$13.00

MasterCard
A0000000041010
B8E7DCA3CB586BF1
0000008000-E800
36AA7A567BC12B3C

APPROVED

AUTH# 105821 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

YELLOW CAB #161
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/18 ✓
TIME 2636 14:47:52
CLERK ID 1
RECEIPT NUMBER
C85048576-001-002-688-0

PURCHASE
TOTAL

\$14.00

MasterCard
A0000000041010
56506CD823CEE590
0000008000-E800
1FB4BC91A53F596F

APPROVED

AUTH# 174752 01-027
THANK YOU

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GST105762447RT0001

Drew, Ashley ENV:EX

Subject: HA Van - Vic
Location: Booking #s.17

Start: Sun 2018-11-18 3:30 PM
End: Sun 2018-11-18 4:00 PM

Recurrence: (none)

Organizer: Xia, Eveline ENV:EX

Categories: Travel


[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

Eveline Xia

Booking #s.17

Sunday, November 18, 2018 ✓

Invoice #s.17

Flight #2190/Twin Otter ✓

Air Transportation Charges

15:30 Vancouver Harbour / Map

Sked 200/300 : (Pk) GO Flex

\$198.07

16:05 Victoria Harbour / [Map](#) ✓**35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Eveline Xia, Female** ✓**[Add to Calendar](#)****Taxes, Fees and Charges**

Sked 200 : Carbon Offset	\$0.65
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$10.42
Billing	\$208.58
Taxes	\$10.42
Grand Total	\$219.00

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

Thursday, November 15, 2018 ✓

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Off-Peak

Eveline Xia, Female ✓

[Add to Calendar](#)

Invoice #349354

FARE-YWH-OffPeak_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. 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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130152

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 Dycke, Kassandra			Employee ID s.22			Phone Number (250) 953-3547					
Client Organization Health			Job Title Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2018/11/23		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Announcement				Headquarters Victoria					
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost			Claim	Cost		Cost
11/15	Vic-Van	1300	1800		0.00		8.00	F-BL	30.50		163.33
11/16	Van-Vic	0700	2300		0.00		80.80	F-	51.50		
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 88.80	38. \$ 82.00	39. \$ 163.33	40. \$ 0.00	Claim Total \$ 334.13	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount			
026	026	66001		5701	6660000	s.22		\$ 334.13			
026	66001	44000			6600000						
026											
Less Travel Advance											
026											
										54. \$ 334.13	
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) E130152 for Dycke, Cassandra

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/23 13:09:14	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/11/23 13:24:15	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/11/23 15:12:17	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/11/23 15:15:41	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Cassandra Kassandra.Dycke@gov.bc.ca
2018/11/23 15:18:28	Dycke, Cassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyrn Jasmyrn.Singh@gov.bc.ca
2018/12/03 12:29:11	Singh, Jasmyrn ✓ (IDIR\JASMSING) Jasmyrn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130152 for Dycke, Kassandra

2 note(s) returned.

Created On	Author	Note
2018/11/23 13:09:14	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	11/15 - Victoria to Vancouver Harbour Air at 2:30pm (PC). Claiming dinner and incidentals per diem. Taxi to hotel \$8.00. Hotel charged Nov 14th due to mistake in booking and Nov 15th. total \$326.66. 11/16 - Announcements and meetings, taxi to and from meetings and from airport \$80.80. Air Canada flight back at 10:00pm (PC).
2018/11/23 15:12:17	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	11/15 - Hotel bill changed to reflect one night stay on Nov 15th for \$163.33. The other charge will be accounted for separately.

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From: [Fullaway, Elijah HLTH:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: TV E130152 Changes
Date: November 23, 2018 3:16:56 PM
Attachments: [Kassandra Dycke - E130152.pdf](#)

Please see attached an updated TV E130152 for Kassandra Dycke.

Elijah Fullaway

Administrative Assistant to the Honourable Minister Adrian Dix | Minister of Health

PO Box 9050 Stn Prov Gov, Victoria, BC, V8W 9E2 | 250-953-3547

s.15

Kassandra Dycke ✓	Room: s.15
s.22	Room Type: s.22
Province Of Bc Travel	Number of Guests: 1
	Rate: \$139.00 Clerk: EME
Arrive: 15Nov18 Time: 04:20PM	Depart: 16Nov18 Time: 07:46AM
	Folio Number: s.22

Date	Description	Charges	Credits
✓ 15Nov18	Room Charge	139.00	
15Nov18	D.M. Fee	2.09	
15Nov18	Pst Provincial Sales Tax	11.12	
15Nov18	Municipal Tax	4.17	
15Nov18	Gr s.15	6.95	
16Nov18	Master Card		163.33
	Card #: MCXXXXXXXXXXXX s.17 XXXX ✓		
	Amount: 163.33 Auth: 192018 Signature on File		
	This card was electronically swiped on 15Nov18		
	Balance:	0.00 ✓	

s.15

s.15

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400V1

**** PURCHASE ****

11-16-2018 ✓ 23:39:47

Acct # ***** s.17 C

Card Type MC

Name: KASSANDRA DYCKE

A0000000041010 MasterCard

Operator: 229

Trace # 1317

Inv. # 329

Auth # 023947 001429006

Total

\$55.50

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

DUPLICATE

BLACKTOP & CHECKER
CABS#157
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD ***** s.17

CARD TYPE MASTERCARD

DATE 2018/11/16 ✓

TIME 0428 12:06:32

CLERK ID 1

RECEIPT NUMBER

C85011743-001-470-010-0

PURCHASE

TOTAL

\$14.70

MasterCard

A0000000041010

84018E6D09668F1B

0000008000-E800

FF5DD10B5FBA7D69

APPROVED

AUTH# 150633

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/16 ✓
TIME 1752 07:55:46
CLERK ID 7
INVOICE # 44
RECEIPT NUMBER
C85023877-001-972-003-0

PURCHASE
TOTAL

\$10.60

MasterCard
A0000000041010
90AB0031F2BACCBF
0000008000-E800
11E374CC65A92937

APPROVED

AUTH# 105547 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/15 ✓
TIME 0851 16:16:22
CLERK ID 1
INVOICE # 265
RECEIPT NUMBER
C85053836-001-384-014-0

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
E3F315C704624539
0000008000-E800
52C20953362D461E

APPROVED

AUTH# 191622 01-027
THANK YOU

CARDHOLDER COPY

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004*8/1*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130364

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 Dycke, Kassandra ✓			Employee ID s.22			Phone Number (250) 953-3547					
Client Organization Health			Job Title Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2019/01/07		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel MA Meetings				Headquarters Victoria					
12. Mailing Address for Cheque Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4											
16. Travel Dates 2018 11/16	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Van-Van	Start 1600	End 1800	Km	Cost 0.00		Claim F-BLDI	Cost 0.00		Cost	Describe X Ref E130152 Translink, not prev pd
TOTALS OF COLUMNS					36. \$ 0.00	37. ✓ \$ 4.20		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 4.20 ✓
48. Client Code 026 026 026 026	49. Resp. 026 66001	50. Service Line 66001 44000		51. STOB 5701		52. Project 6660000		45. Supplier Code s.22		Amount \$ 4.20	
Less Travel Advance 026											
										54. \$ 4.20 ✓	
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) E130364 for Dycke, Kassandra

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/07 12:50:45	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2019/01/07 12:51:29	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2019/01/07 13:47:05	Dycke, Kassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2019/03/04 14:57:26	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130364 for Dycke, Kassandra

1 note(s) returned.

Created On	Author	Note
2019/01/07 12:51:29	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Claiming Translink receipt of \$4.20 xRef TV E130152

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* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
1VH01121
Fri 16 Nov 18 04:42PM
16-Nov-18

Payment type: MASTER CARD
Purchase: 2 Zone Ticket

\$4.20

11: s.22

**** s.17

19: 16
Ref #: 1U46V3E1 17
Receipt #: 20

Card Entry: Chip
AID: A0000000041010
TVR: 8000008000
IS1: E800

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

Thank You



Control No.

E130230

Name	Employee ID	Phone Number
Dycke, Kassandra ✓	s.22	(250) 953-3547
Client Organization	Job Title	Travel Group Code
Health	Ministerial Assistant	3

5. Date Completed 2018/12/10	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel MA Meetings	Headquarters Victoria	

12. Mailing Address for Cheque
Room 337, Minister of Health Office 501 Belleville St Victoria, BC V9V 1X4

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018	Vic-Nanaimo-Van (ferry)	1030	1800	188	101.52	74.95	F-B	41.00	280.83		
11/29											
11/30	Van-Vic (ferry)	0800	2030	69	37.26	74.70	F-	51.50		32.00	Parking

[illegible]

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	026 026 026 026	66001 026		44000 66001		5701		6600000 6660000		s.22		\$ 693.76

[illegible][illegible]

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) E130230 for Dycke, Kassandra

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 13:05:26	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Saved	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/12/10 13:16:36	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca	Notified	Dycke, Kassandra Kassandra.Dycke@gov.bc.ca
2018/12/10 13:18:10	Dycke, Kassandra (IDIR\KASSDYCK) Kassandra.Dycke@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2018/12/17 15:23:20	Singh, Jasmyn ✓ (IDIR\JASMSING) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130230 for Dycke, Kassandra

1 note(s) returned.

Created On	Author	Note
2018/12/10 13:16:36	Fullaway, Elijah (IDIR\EFULLAWA) Elijah.Fullaway@gov.bc.ca	11/29 - Victoria to Nanaimo Leave 10:45am, 150 km Nanaimo to Vancouver drive 38km and ferry \$74.95 s.15 : Hotel - \$280.83 Meals -- Lunch, Dinner, Incidentals 11/30 Parking -- \$32.00 (credit card receipt provided â€" no receipt from site) Return Home Vancouver to Tsawaassen Ferry â€" 37 km Ferry -- \$74.70 Swartz Bay Ferry to Victoria â€" 32 km Leave 6:15pm and arrive 8:30pm Meals -- Breakfast, Lunch, Dinner, Incidentals

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From: [Janke, Debra FIN:EX](#)
To: [Fullaway, Elijah HLTH:EX](#)
Subject: E130230 Kassandra Dycke
Date: December 27, 2018 3:03:00 PM

Hi Elijah,

The s.15 is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return the signed copy.

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

Ms Kassandra Dycke ✓
Victoria,
Canada

Room Number : s.15
Arrival Date : 29-NOV-2018
Departure Date : 30-NOV-2018

INVOICE

Page No. : 1 of 1
Folio No. : s.22
Conf No. :
Invoice No. :
Cashier No. : 28
Membership No. :

Company Name : Provincial Government

not on the CSA approved accommodation listing
requested Ministers approval by email on Dec 27/18

Date	Description	Reference	Charges	Credits
✓ 11-29-18	Room Rate		239.00	
11-29-18	Room DMF Fee 1.3%		3.10	
11-29-18	Room PST Tax 8%		19.37	
11-29-18	Room MRDT Tax 3%		7.26	
11-29-18	Room GST Tax 5%		12.10	
11-30-18	Mastercard	XXXXXXXXXXXX s.17 ✓ XX/XX		280.83
Total			280.83	280.83

GST Tax Summary:	s.15
Room GST:	12.10
F&B GST:	0.00
Other GST:	0.00
Total GST:	12.10

Balance Due CAD \$ 0.00 ✓

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

11/29	11/30	BCF - NANAIMO VICTORIA BC	\$ 66.92	\$ 8.03 (e)	\$ 74.95
	261047644		191230		
11/30	11/30	BCF - TSAWWASSEN VICTORIA BC	\$ 66.70	\$ 8.00 (e)	\$ 74.70
	261047643		200536		
✓ 11/30	12/03	VINCI PARK - CANADA PL VANCOUVER BC	\$ 28.57	\$ 3.43 (e)	\$ 32.00
	261189651		185036		
11/30	12/03	s.15 VANCOUVER VANCOUVER BC	\$ 280.83	\$ 0.00	\$ 280.83
	261189652		232201		

TOTAL CREDITS ~~XXXX-XXXX-XXXX~~ s.17

s.22

TOTAL DEBITS ~~XXXX-XXXX-XXXX~~

Tsawwassen
To
Swartz Bay



LANE 37

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/30 ✓

20'	Undersize Vehi	57.50
1 ✓	Adult	17.20

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

Master Card

*****s.17

74.70

AUTH 200536 66277659 0010010070 S

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
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CARDHOLDER COPY

TSA 30 Nov 2018 17:05:36



1007119 953356

SEE REVERSE SIDE OF TICKET

To
Horseshoe Bay



LANE 15

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/29 ✓

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 191230 66279103 0010010070 S

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
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CARDHOLDER COPY

NAN 29 Nov 2018 16:12:30



1001021 020939

103466

SEE REVERSE SIDE OF TICKET