



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129849

**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> Snoddon, Michael				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 356-0179							
<b>Client Organization</b> Advanced Education, Skills and Training				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3							
<b>5. Date Completed</b> 2018/10/11		<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> staffing Minister				<b>Headquarters</b> Victoria							
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2													
<b>16. Travel Dates</b> 2018 10/05 10/06 10/07 10/08 10/09	<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>		
	Nanaimo Island	0700	2359		0.00			0.00					
	Nanaimo	0700	2359		0.00			0.00					
	Nanaimo	0700	2359		0.00			0.00					
	Nanaimo	0700	2359		0.00			0.00		31.65	personal residence		
	Victoria	0700	1700		0.00	9.35	F-L	41.00					
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 39.34		<b>38.</b> \$ 41.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 31.65	<b>Claim Total</b> \$ 111.99			
<b>48. Client Code</b> 019 019 019 019	<b>49. Resp.</b> 11001	<b>50. Service Line</b> 18000	<b>51. STOB</b> 5702	<b>52. Project</b> 1100000	<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 111.99						
<b>Less Travel Advance</b> 019													
								<b>54.</b> \$ 111.99					
<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) E129849 for Snoddon, Michael**

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/11 10:45:28	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/11 10:45:40	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/11 10:45:53	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/12 11:40:24	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/16 14:20:08	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/16 14:20:34	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/16 14:21:14	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/10/16 14:28:26	Snoddon, Michael (IDIR\MSNODDON) Michael.Snoddon@gov.bc.ca		Initiated	Iliffe, Liam Liam.Iliffe@gov.bc.ca
2018/10/16 14:46:19	Iliffe, Liam (IDIR\LILIFFE) Liam.Iliffe@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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

## Notes for Travel Voucher (Restricted Use) E129849 for Snoddon, Michael

1 note(s) returned.

Created On	Author	Note
2018/10/16 14:20:08	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Oct 5, 2018 - walk to bus station - Islandlink to Nanaimo - o/n - p/r Oct 6, 2018 - Nanaimo - personal Oct 7, 2018 - Nanaimo - personal Oct 8, 2018 - Nanaimo - working from Nanaimo Oct 9, 2018 - AC Taxi to event - share ride back to Victoria

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

## Snoddon, Michael AEST:EX

---

**From:** Michael Snoddon s.22  
**Sent:** October 11, 2018 9:06 AM  
**To:** Snoddon, Michael AEST:EX  
**Subject:** Fwd: Transaction Receipt - Do Not Reply

Begin forwarded message:

**From:** "ISLANDLINK BUS SERVICES L" <[esp\\_receipt@moneris.com](mailto:esp_receipt@moneris.com)>  
**Date:** September 24, 2018 at 17:04:24 PDT  
**To:** s.22  
**Subject:** Transaction Receipt - Do Not Reply

## ISLANDLINK BUS SERVICES L

T:

## TRANSACTION APPROVED - THANK YOU

### PAYMENT DETAILS

TYPE	PURCHASE
DATE	2018-09-24 17:04:25
ORDER ID	zzyyzzyy944783
AMOUNT(CAD)	\$29.99
CARDHOLDER	Michael Snoddon
CARD NUM	**** * s.17
ACCOUNT	VISA
REF NUM	661239100019060560
AUTH CODE	204662

REFUND POLICY

### ITEM DETAILS

DESCRIPTION	PRODUCT CODE	QUANTITY	ITEM AMOUNT
		TOTAL(CAD)	\$29.99

### CUSTOMER DETAILS

CUST ID	s.22
EMAIL	
NOTE	



AC TAXI LTD  
835 OLD VICTORIA RD  
NANAIMO, BC  
V9R 5Z9  
250-753-1231

CAB: 18/66201191  
GST# 100040187RT0001

-----  
18/10/10 08:13:03

MASTERCARD  
Card : \*\*\*\*\*s.17  
MasterCard  
CHIP CARD  
A0000000041010  
0000008000

VERIFIED BY PIN  
ORDER: 8820726  
REF : 0010030010 C  
AUTH : 111303

PURCHASE

FARE : \$ 9.35  
TIP : \$ s.22  
TOTAL : \$

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records



## Control No.

E129945

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Maartman, William	s.22	(250) 953-4290
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Education	Ministerial Assistant	3

5. Date Completed 2018/10/23	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

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

## 12. Mailing Address for Cheque

Room 124, Parliament Buildings PO Box 9045, STN PROV GOVT Victoria, BC, 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	Costs	Claim	Cost		Cost	Describe	
	Destination	Start	End									
	10/19	*Cranbrook-AirCan	0600									2100
10/20	*Cranbrook-PCoast	0800	1500	0.00	82.00	F-	51.50	103.58				
					0.00	49.36	s.22	F-D	33.25			

[illegible]

48.	Client Code 062 062 062 062	49.	Resp. 22001	50.	Service Line 06000	51.	STOB 5702	52.	Project 2200000	45.	Supplier Code s.22	Amount \$s.22	319.69
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	-----------------------	------------------	--------

[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$	319.69
--	--	------------------------	-----	----	--------

<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>
--	-------------------	--------------------

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) E129945 for Maartman, William**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/23 11:55:04	Fleming, Rob (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Maartman, William William.Maartman@gov.bc.ca	Notified	Maartman, William William.Maartman@gov.bc.ca
2018/10/24 09:28:20	Maartman, William (IDIR\WMAARTMA) William.Maartman@gov.bc.ca		Approved	Harrison, Veronica <b>S</b> Veronica.Harrison@gov.bc.ca
2018/10/25 10:02:35	Harrison, Veronica <b>S</b> . (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Poldrugovac, Saija Saija.Poldrugovac@gov.bc.ca
2018/10/30 09:05:00	Poldrugovac, Saija (IDIR\SPOLDRUG) Saija.Poldrugovac@gov.bc.ca		Forwarded	Mckinstry, Cindy <b>S</b> Cindy.McKinstry@gov.bc.ca

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

## Notes for Travel Voucher (Restricted Use) E129945 for Maartman, William

1 note(s) returned.

Created On	Author	Note
2018/10/23 11:55:04	Fleming, Rob (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Oct. 19: -Travel from home to airport via taxi with Minister -Travel from Victoria to Cranbrook via Air Canada accompanying Minister to speaking event/conference Oct. 20 - Travel around Cranbrook via National Rental car - Travel from Cranbrook to Victoria via Pacific Coastal - Travel from Victoria airport to home, sharing taxi with Minister (minister's travel voucher)

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

Oct. 19  
5702  
WM

HOME TO AIR PORT

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240038

\*\*\*\* PURCHASE \*\*\*\*  
10-19-2018 06:47:34  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: WILLIAM MAARTMAN  
A0000000041010 MasterCard

Operator: 038  
Trace # 5166  
Inv. # 38  
Auth # 094734 RRN 001571003

Total \$82.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



s.22

WM  
Oct. 19  
5702

## Booking Confirmation

Booking Reference: s.22

Date of issue: 17 Jul, 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.



- Depart

Economy - Standard

Friday  
19 Oct, 201807:20  
**Victoria**  
Victoria Intl. (YYJ), BC07:48  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M

AC8056

0hr28  
Economy T  
Operated by: Air Canada Express -  
Jazz | Q400

Layover in Vancouver

1hr07

Friday  
19 Oct, 201808:55  
**Vancouver**  
Vancouver Intl. (YVR), BC  
Terminal M11:22  
**Cranbrook**  
(YXC), BC

AC8215

1hr27  
Economy T  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Total duration

3hr02

## Passengers

**Robert Fleming**Ticket Number  
0142197734381

Seats

AC8056 -  
AC8215 - **William Maartman**Ticket Number  
0142197734382

Seats

AC8056 -  
AC8215 -



## Purchase summary

### MasterCard

\*\*\*\*\* 1

Amount paid: \$306.86

### Tax information

GST/HST no. 10009-2287 RT0001

\$14.62

2 adults

### Air Transportation Charges

Base Fare	112.00
Surcharges	12.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	7.31
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00

Total airfare and taxes before options (per passenger) **\$153<sup>43</sup>**

Number of passengers **X 2**

Total **\$306<sup>86</sup>**

GRAND TOTAL (Canadian dollars) **\$306<sup>86</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**

minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

WM  
Oct. 19  
5702

Reservation # s.22

Send To **Maartman, Will**  
Victoria, BC, V8W 9E2, CA

Phone 250-387-8838

Guest Name Maartman, Will

Arrival Date  
10/19/2018Departure Date  
10/20/2018

Group Name Columbia Basin Environmental Education Network Room Information s.15,s.22

Bill To Maartman, Will  
Victoria, BC, V8W 9E2, CA  
250-387-8838

Folio Number s.22

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
10/19/2018	Gov Business Rate	s.15	89.00
10/19/2018	GST		4.58
10/19/2018	PST (Accommodations- 8%)		7.33
10/19/2018	Destination Marketing Fee		2.67
<b>Total Charges</b>			<b>103.58</b>
<b>Payments</b>			
10/20/2018	Mastercard		-103.58
<b>Total Payments</b>			<b>-103.58</b>

Balance Due 0.00

I have received the goods and / or services in the amount shown hereon. 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. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: \_\_\_\_\_



WM  
Oct. 20  
5702



Rental Agreement s.22  
Invoice #

## Renter Information

### Renter Name

WILLIAM MAARTMAN

### Renter Address

VICTORIA, BC V8W 1N3  
CAN

### Contract

PROVINCIAL GOVERNMENT OF BC

### Rental Credits

1 credit has been awarded for this rental

## Vehicle Information

### TAURUS LIMITED AWD

License #: GD289S

State/Province: BC

### Vehicle Class Driven

Premium Special 4-door/Manual/Air

### Vehicle Class Charged

Intermediate 2 or 4-Door/Automatic/Air

### Odometer Mileage/Kilometers

Starting: 13,617 Ending: 13,678

Total: 61

## Trip Information

### Pickup

☐ Fri, Oct 19 2018 ☒ 10:33 A.M.

### Start Charges

☐ Fri, Oct 19 2018 ☒ 11:30 A.M.

### CRANBROOK ARPT (YXC) ✈

9370 AIRPORT ACCESS ROAD STE 4  
CRANBROOK, BC V1C7E4  
CAN

### Return

☐ Sun, Oct 21 2018 ☒ 10:17 A.M.

### CRANBROOK ARPT (YXC) ✈

9370 AIRPORT ACCESS ROAD STE 4  
CRANBROOK, BC V1C7E4  
CAN

## Rental Charges

Rental Rate	Free Distance	Included
	Time & Distance 1 Day at 44.00 CAD / Day	44.00 CAD
Taxes and Fees	Goods And Services Tax (5.00%)	2.28 CAD
	Provincial Sales Tax (7.00%)	3.08 CAD
	Vlf Rec .99/day	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Concession Fee Recovery 11.10 Pct	Included
<b>Total</b>		<b>50.86 CAD</b>
(Subject to audit)		
Amount charged on Oct 21 2018 to MASTERCARD \$ .17		(50.86 CAD)
<b>Amount Due</b>		<b>0.00 CAD</b>

Reimbursing \$50.86 minus PVRT(\$1.50) as this should be included in the rate. Employee to contact National directly to get reimbursed for this charge. Amount to be reimbursed is \$49.36

Thank you for renting with  
National Car Rental

### We appreciate your business!

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

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



WM  
Oct. 20  
5702

## Reservation Confirmation

Your reservation is now confirmed

Reservation Number: s.22

\*All charges and payments appear in: CAD

### Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
FLEMING, ROBERT	\$545.24	\$27.28	\$572.52	\$572.52	\$0.00

### Additional Passengers

MAARTMAN, WILLIAM

### Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P1534	20 Oct 2018	12:40 - CRANBROOK	12:35 - KELOWNA	BEECH 1900	CONFIRMED
1	8P1534	20 Oct 2018	13:00 - KELOWNA	14:05 - VICTORIA INT ARPT	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.  
Aircraft type and schedule subject to change without notice.

### Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	FLEMING, ROBERT	AIF - YXC	\$11.00	\$0.55	\$11.55
1	FLEMING, ROBERT	BRAVO FARE	\$207.00	\$10.35	\$217.35
1	FLEMING, ROBERT	Security Surcharge	\$7.12	\$0.36	\$7.48
1	FLEMING, ROBERT	Fuel Surcharge	\$22.00	\$1.10	\$23.10
1	FLEMING, ROBERT	Nav Canada Fee	\$16.00	\$0.80	\$16.80
1	FLEMING, ROBERT	Carbon Surcharge	\$9.50	\$0.48	\$9.98
1	MAARTMAN, WILLIAM	AIF - YXC	\$11.00	\$0.55	\$11.55
1	MAARTMAN, WILLIAM	BRAVO FARE	\$207.00	\$10.35	\$217.35
1	MAARTMAN, WILLIAM	Security Surcharge	\$7.12	\$0.36	\$7.48
1	MAARTMAN, WILLIAM	Fuel Surcharge	\$22.00	\$1.10	\$23.10
1	MAARTMAN, WILLIAM	Nav Canada Fee	\$16.00	\$0.80	\$16.80
1	MAARTMAN, WILLIAM	Carbon Surcharge	\$9.50	\$0.48	\$9.98
Total			\$545.24	\$27.28	\$572.52

### Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
17 July 2018	Andra Hahn	\$572.52	MASTERCARD		2816781	141340

Tax Registration: 121386296 RT0001



Book Your  
Stay Now!



Booking.com



## Control No.

E130032

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Smith, Jessica C. ✓	s.22	(250) 387-1023
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Agriculture	Ministerial Assistant	3

<b>5. Date Completed</b> 2018/11/07	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
--	-------------------------------	--------------------------------	-----------------------------------

2018/11/07	2019	
Type of Travel In Province	14. Reason for Travel Ministerial duties	Headquarters Victoria

## 12. Mailing Address for Cheque

PO Box 9043 Stn Prov Govt , BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
10/04	Vic-Van (HA)	0830	1730		0.00	P/Card		0.00	163.05		
10/11	Van-Comox(HA)	0830	1830		0.00	P/Card	F-BLI	18.25	163.05		
10/12	Comox	0830	2359		0.00		F-	51.50			
10/13	Comox	0830	2359		0.00		F-	51.50			
10/13	Comox- PR (PC)-Van	0830	1830		0.00	P/Card 28.00		0.00			
10/15	Van-Vic (HA)	0730	1730		0.00	P/Card 12.40		0.00			

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 40.40		\$ 121.25	\$ 326.10	\$ 0.00	\$ 487.75

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	130	29001	30000	5701	2900000	s.22	\$ s.22
	130	29001	30000	5702	2900000		487.75 \$
	130						
	130						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ 487.75
--	------------------------	-----	-----------

<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) E130032 for Smith, Jessica C.**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/07 10:51:41	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/11/07 10:52:19	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Notified	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/11/07 10:55:06	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Notified	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2018/11/07 12:56:24	Smith, Jessica C. (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Initiated	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/11/21 10:11:16	Godfrey, Sam ✓ (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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

## Notes for Travel Voucher (Restricted Use) E130032 for Smith, Jessica C.

1 note(s) returned.

Created On	Author	Note
2018/11/07 10:52:19	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Oct. 4- H/A flight Vic- Van (PCard) Oct. 11- H/A flight Van-Comox (PCard), Bus from Comox airport- <b>s.15</b> Hotel & Spa 2 nights (Visa) Oct. 13- Bus Comox- Powell River, P/C flight Powell River-Van (PCard), Taxi Van-Home (debit) Oct. 15- Taxi Van- H/A (debit), H/A flight Van-Vic (PCard)

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

Jessica Smith ✓  
325 501 Belleville  
Victoria, BC V8V1X4  
Canada

Room	Folio	CheckIn	C
s.15	s.22	11/10/2018	1
Master Folio		Provi	

s.22

**PRE AUTH COMPLETE**

REF#: 00301879  
Batch #: 129 10/13/18 SEQ: 129001001002  
05:44:12

APPR CODE: 095926  
VISA

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

\*\*/\*\*

**AMOUNT \$326.10**

Not listed on the CSA-Ministers approval requested by email on Nov 27/18

00 - APPROVED - 000

Date	Room	Description / Voucher	Charges	Cr
✓ 11/10/2018	s.15	Nightly Room Charge	139.00	
11/10/2018		Resort Fee - 2%	2.78	
11/10/2018		GST - 5%	7.09	
11/10/2018		Provincial Hotel Tax - 8%	11.34	
11/10/2018		Municipal Room Tax 2% - 2%	2.84	
✓ 12/10/2018		Nightly Room Charge	139.00	
12/10/2018		Resort Fee - 2%	2.78	
12/10/2018		GST - 5%	7.09	
12/10/2018		Provincial Hotel Tax - 8%	11.34	
12/10/2018		Municipal Room Tax 2% - 2%	2.84	
13/10/2018		Visa - 095926 Thank You		326.10
		<b>Summary and Taxes</b>		
		Room	278.00	
		Other Charges	5.56	
		Other Charge Taxes	42.54	
		<b>Total Charges</b>	<b>326.10</b>	
		Payments	-326.10	
		<b>Balance Due</b>	<b>0.00</b> ✓	

VISA CREDIT  
AID: A0000000031010

THANK YOU!

160.21

163.05

302.05

304.83

311.92

323.26

326.10

0.00 ✓

EP  
13/10/2018 05:44 AM

Thank you for staying with us!  
s.15



## Reservation Confirmation

Your reservation is now confirmed

**Reservation Number:** s.22

\*All charges and payments appear in: CAD

## Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
SMITH, JESSICA ✓	\$137.80	\$6.89	\$144.69	\$144.69	\$0.00

## Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P218 ✓	13 Oct 2018	17:30 - POWELL RIVER	18:05 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.  
Aircraft type and schedule subject to change without notice.

## Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	SMITH, JESSICA	BRAVO FARE	\$110.00	\$5.50	\$115.50
1	SMITH, JESSICA	Fuel Surcharge	\$10.00	\$0.50	\$10.50
1	SMITH, JESSICA	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	SMITH, JESSICA	Carbon Surcharge	\$4.80	\$0.24	\$5.04
<b>Total</b>			<b>\$137.80</b>	<b>\$6.89</b>	<b>\$144.69</b>

## Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
05 October 2018	Lisa Johnson	\$144.69	MASTERCARD		2878164	184418

Tax Registration: 121386296 RT0001



## Fare Terms and Conditions

### Bravo Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$78.75 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$78.75 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$52.50 per passenger, per direction (must be done at check-in counter)
- Name Changes: not permitted
- Priority Protection Travel Status: 3

Taxi South Terminal

TRANSACTION RECORD

RICHMOND TAXI #75  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123372  
QB2012337201

SALE

10-13-2018 ✓ 18:21:42  
Acct # \*\*\*\*\* s.22 C  
Account Chequing Card Type DP  
A0000002771010  
Interac

Trace # 040001 Operator 275  
Inv. # 275  
Auth # 661020 RRN 001205001

Sale  
Tip s.22 **\$28.00**

TOTAL

++++  
00 APPROVED-THANK YOU  
++++

Retain this copy for your  
records  
Customer copy



Taxi to HA

\*DUPLICATE\*

YELLOW CAB #335  
1441 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/15  
TIME 3346 07:35:58  
CLERK ID 1  
RECEIPT NUMBER  
C85059883-001-012-160-0

PURCHASE  
AMOUNT \$12.40 \$12.40  
TIP s.22  
TOTAL

\$

Interac  
A0000002771010  
36B289A208A646D2  
8080008000-6800  
80603E81D9D4CF10  
8080008000-7800

APPROVED

AUTH# 273590 00-001  
THANK YOU

CARDHOLDER COPY

\*DUPLICATE\*

## Leppard, Brianna AGRI:EX

**From:** reservation@harbourair.com  
**Sent:** Thursday, October 4, 2018 11:42 AM  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!



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

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](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

<b>Account</b>	HAS #	s.17
	Name	Jessica Smith

### Booking s.17

**Thursday, October 4, 2018**

**Flight #2200**

**16:30 Victoria Harbour / Map**

**17:05 Vancouver Harbour / Map**

**35 minutes**

**KK- Confirmed**

Invoice s.17

#### 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**

Jessica Smith, Female

Billing \$208.58

Taxes \$10.42

**Add to Calendar****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 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do

## Leppard, Brianna AGRI:EX

**From:** reservation@harbourair.com  
**Sent:** Wednesday, October 10, 2018 2:12 PM  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!



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

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](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

<b>Account</b>	HAS #	s.17
	Name	Jessica Smith

### Booking s.17

**Thursday, October 11, 2018**

**Flight #147**

**16:10 Vancouver Harbour / Map**

**17:00 Comox / Map**

**50 minutes**

**KK- Confirmed**

Invoice s.17

Air Transportation Charges

Sked 100 : (St) GO Flex \$154.86

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 100 : VHFC Terminal Fee \$9.86

Sked 100 : Carbon Offset \$1.00

+ Goods and Services Tax \$8.28

**1 Passenger(s) - GoFlex**

. Jessica Smith, Female

Billing \$165.72

Taxes \$8.28

[Add to Calendar](#)**Grand Total** \$174.00**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.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do

## Leppard, Brianna AGRI:EX

**From:** reservation@harbourair.com  
**Sent:** Wednesday, October 10, 2018 2:59 PM  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

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

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](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

Jessica Smith

### Booking

s.17

**Monday, October 15, 2018**

**Flight #205**

**08:00 Vancouver Harbour / Map**

**08:35 Victoria Harbour / Map**

**35 minutes**

**KK- Confirmed**

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

**1 Passenger(s) - GoFlex**

Jessica Smith, 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.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129865

**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> van Baarsen, Amanda ✓		<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 387-7934	
<b>Client Organization</b> Citizens' Services		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2018/10/12		<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 Duties		<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> Minister of Citizens' Services Rm 236, Parliament Buildings 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>
2018	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
10/09	Vic-Van (HA)	1730	1930		0.00
10/10	Van	0830	1800		0.00
10/11	Van-Vic (HA)	0830	1600		0.00
				<b>P/Card</b>	
				<b>Claim</b>	<b>Cost</b>
				F-BL	30.50
				F-	51.50
				F-D	33.25
				<b>Lodging Costs</b>	
					171.74
					s.22
					31.65
				<b>Cost</b>	<b>Describe</b>
				126.77	Car rental/Gas 2 days 77.07/49.70
<b>TOTALS OF COLUMNS</b>			<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00	<b>38.</b> ✓ \$ 115.25
					<b>39.</b> 203.39 \$ s.22
					<b>40.</b> ✓ \$ 126.77
					<b>Claim Total</b> \$ s.22
<b>48.</b> Client Code	<b>49.</b> Resp.	<b>50.</b> Service Line	<b>51.</b> STOB	<b>52.</b> Project	<b>45.</b> Supplier Code
112	32805	34610	5701	3200000	s.22
112					
112					
112					
<b>Less Travel Advance</b>					<b>Amount</b>
112					445.41 \$ s.22
					<b>54.</b> 445.41 \$ s.22
<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) E129865 for van Baarsen, Amanda**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/12 16:10:49	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/10/15 09:31:46	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/10/15 09:53:11	Gervais, Dominique (IDIR\DGERSVAIS) Dominique.Gervais@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/10/15 10:31:30	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/10/17 11:56:02	Russell, Shannon ✓ (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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

## Notes for Travel Voucher (Restricted Use) E129865 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2018/10/15 09:31:46	Gervais, Dominique (IDIR\DGERSAIS) Dominique.Gervais@gov.bc.ca	Oct 9- Harbour air flight to Vancouver to work out of constituency office, picked up rental car and stayed at hotel Oct 10-worked out of constituency office, stayed overnight at friends Oct 11-worked out of constituency office, put gas in rental car/ returned car and took Harbour air flight back to Victoria

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

## Gervais, Dominique CITZ:EX

**From:** reservation@harbourair.com  
**Sent:** Friday, October 12, 2018 4:05 PM  
**To:** Gervais, Dominique CITZ: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

<b>Account</b>	HAS #	s.17
	Name	Amanda Van Baarsen
	Company	Ministry Of Citizen Services

### Booking #s.17

**Tuesday, October 9, 2018** ✓

**Flight #2220A**

**17:30 Victoria Harbour / Map** ✓

**18:05 Vancouver Harbour / Map** ✓

**35 minutes**

**KK- Confirmed**

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

**1 Passenger(s) - GoFlex**

Amanda Van Baarsen, Female ✓

[Add to Calendar](#)

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

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

Date / Time October 9, 2018 @ 4:57:39 PM

s.17

Summary

Expiration

Authorization 185344

**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.

Stub # 5701

s.15

Amanda Van Baarsen ✓  
s.22

Canada

Page Number : 1  
Guest Number : s.22  
Folio ID : A  
Arrive Date : 09-OCT-18 21:17  
Depart Date : 10-OCT-18 08:10  
No. Of Guest : 1  
Room Number : s.15  
s.15 :

Tax Invoice

exceeds the CSA approved single rate of \$129.00 plus taxes, per night  
Ministers approval requested by email on Oct 18/18

s.15

Date	Reference	Description	Charges (CAD)	Credits (CAD)
✓ 09-OCT-18	s.15	Room Charge	149.00	
09-OCT-18		Room Tax	12.16	
09-OCT-18		Room GST	7.60	
09-OCT-18		Destination Marketing Fee	2.98	
10-OCT-18	MC	Mastercard- s.1		-171.74
		***For Authorization Purpose Only***		
	xxxxxx s.17			
	Date	Code	Authorized	
	09-OCT-18	001639	201.15	
** Total			171.74	-171.74
*** Balance			-0.00 ✓	

I agreed to pay all room & incidental charges.

A van Baarsen

Continued on the next page

s.15

Amanda Van Baarsen

s.22

Canada

Page Number	:	2	
Guest Number	:	s.22	
Folio ID	:	A	
Arrive Date	:	09-OCT-18	21:17
Depart Date	:	10-OCT-18	08:10
No. Of Guest	:	1	
Room Number	:	s.15	
s.15	:		

GST Summary

Amount (CAD)

GST Room Revenue	7.60
GST Food and Beverage	0.00
GST Telephone	0.00
GST Other Revenue	0.00
GST Total	7.60

s.15

PANORAMA TOWN PANTRY  
12823 - 58TH AVENUE  
SURREY, BC  
V3X 2P7

Gas for Rental car  
Stob #5701

2018-10-11 12:18:55 ✓

STORE #: 43113  
TRANS #: 140824  
GST #: R743318321

PUMP 4  
SUPREME  
28.254L AT \$1.759/L

ACCT:  
MASTERCARD  
\$ 49.70

GST INCLUDED \$ 2.37

TOTAL \$ 49.70

TYPE: PURCHASE

MASTERCARD  
\*\*\*\*\*s.17  
REFERENCE #:  
66282991 0013800310C  
AUTH 151855

MASTERCARD  
A0000000041010  
0000000000  
E800

VERIFIED BY PIN

01/027 APPROVED  
THANK YOU

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -

THANK YOU FOR  
SHOPPING AT  
CHEVRON



999 CANADA PL  
VANCOUVER, BC V6C3B5  
Federal GST# :889365821

CSA, ok ✓

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

s.22

11/10/2018

#### BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	33.00	66.00

Subtotal 66.00

PROV VEHICLE RENTAL TAX 1.50/DAY ✓ 2 DAY 1.50 3.00

PROVINCIAL SALES TAX PCT 7.00 4.62

GOODS AND SERVICES TAX PCT 5.00 3.45

**Total Charges (CAD) 77.07**

#### PAYMENTS

Payment Master Card -77.07

**Total Payments (CAD)**

**-77.07**

**Amount Due (CAD)**

**0.00 ✓**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g. sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

#### BILL TO

AMANDA VAN BAARSEN

s.22

#### RENTAL INFORMATION

**Date/Time Out**

10/09/2018 18:23

**Date/Time In**

10/11/2018 05:23

**Renter**

VAN BAARSEN, AMANDA

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	GG347V	ESCAPE	7Q7G6L	17,939 18,123

VIN:1FMCU9HD2JUC42047

#### CLAIM INFORMATION

**Claim# / PO# / RO#**

**Insured**

**Date of Loss**

**Type of Loss**

**Type of Vehicle**

**Repair Shop**

car rental  
stop #5701

#### For Billing Inquiries / Payment Terms :

Tel#:6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

**Please Return This Portion With Remittance**

**Amount Due (CAD)**

0

**Remit To :**

ENTERPRISE RENT-A-CAR  
13160 88 AVE  
SURREY, BC V3W3K3

**Paid By:**

AMANDA VAN BAARSEN  
s.22

**Account #**

**Rental Agreement**  
s.22

**Amount**  
0

**GPBR**  
C483



# Harbour Air Seaplanes

Victoria (250) 384-2215  
Nanaimo (250) 714-0004  
Ganges 1-877-537-9880

Toll-free 1-800-665-0212  
Website: www.harbourair.com  
11/10/2018 12:59:21 PM  
GST: 84295 5858 RT0001

## CUSTOMER COPY

Booking s.17

✓ Aranda Van Baarsen (Ministry Of Citize...)  
Thursday, October 11, 2018  
Passenger(s)

Flight #509  
Departs 15:20 @ South Vancouver (YVR)  
Arrives 15:50 @ Victoria Harbour ✓

## Invoice #

s.17

All Skeds - Baggage : Chec \$0.00 CDN  
Sked 500 : (St) GO Flex \$151.73

Goods and Services Tax \$7.62 GST  
Grand Total \$160.00 CDN

### Payment Information:

Master Card \$160.00 CDN

Date/Time 11/10/2018 12:59:21 PM  
Station HYVRCS01  
Terminal ID HYVRCC01  
Action Pre-Auth Completion  
Card Type M/C s.17  
Card Number \*\*\*\* \*  
Amount \$160.00  
Authorization 120001  
Trace Number 122001001010  
Response 00-000/APPROVED 120001

→ FYI AC'S  
PCARD

MINISTRY OF FINANCE AND SUPPORTED ENTITIES  
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

F119EXEDIJ67

INVOICE # VAN-181016  
BEA-VAN-18-10-16

**FORM USAGE**

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

**CHEQUE INFORMATION**

Payee Name: Amanda van Baarsen ✓ Vendor #: 2725858 Loc. Code: \_\_\_\_\_

Cheque Mailing Address: Ministry of Citizen Services' PO BOX 9068 Stn Prov Gov Victoria, BC V8W9E2 Room 236

**DESCRIPTION OF PURCHASE(S)**

Date of Purchase	Description	Amount
✓ 2018-10-16	Taxi's to and from Long Service Award event in Victoria, staffing Minister Sims	18.60

Cheque Total

18.60

A. van Baarsen  
Signature of Individual Receiving Reimbursement

Oct 17 2018  
Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

**CODING**

Client: 112 Resp: 32805 Service Line: 34610 STOB: 6501 ✓ Project: 32000000

[Signature]  
Expense Authority Signature

Oct 17, 2018  
Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

BLUEBIRD CABS #122  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*S.17  
CARD TYPE MASTERCARD  
DATE 2018/10/16 ✓  
TIME 6629 18:36:52  
RECEIPT NUMBER  
C85068986-001-272-002-0

PURCHASE  
TOTAL

**\$11.60**

MasterCard  
A0000000041010  
FFE3A2D21802CFEC  
0000008000-E800  
143D3D3083BAEE9A

**APPROVED**

AUTH# 213652 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240089

\*\*\*\* PURCHASE \*\*\*\*  
10-16-2018 ✓ 20:27:54  
Acct # \*\*\*\*\*S.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: AMANDA VAN BAARSEN  
A0000000041010 MasterCard  
Operator: 189  
Trace # 19911  
Inv. # 189  
Auth # 232754 RRN 001613007

Total

**\$7.00**

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

Stop #6501  
taxi to and  
from Long Service  
awards held at  
the government  
house on Oct.  
16th 2018.

*A. van Baarsen*