



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129878

**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><br>Gunn, Paulas.  |                             |                         |  | <b>Employee ID</b><br>s.22                 |                                |                                  |                               | <b>Phone Number</b><br>(250) 356-0163 |                          |                                    |                                 |      |        |
| <b>Client Organization</b><br>Children and Family Development   |                             |                         |  | <b>Job Title</b><br>Ministerial Assistant  |                                |                                  |                               | <b>Travel Group Code</b><br>3         |                          |                                    |                                 |      |        |
| <b>5. Date Completed</b><br>2018/10/15  |                             |                         | <b>6. Fiscal Year</b><br>2019                        |  | <b>7. Special Cheque Issue</b> |                                  |                               | <b>8. Cheque Stub Information</b>     |                          |                                    |                                 |      |        |
| <b>Type of Travel</b><br>In Province  |                             |                         | <b>14. Reason for Travel</b><br>Ministerial Buisness |  |                                |                                  |                               | <b>Headquarters</b><br>Victoria       |                          |                                    |                                 |      |        |
| <b>12. Mailing Address for Cheque</b><br>134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2   |                             |                         |  |  |                                |                                  |                               |                                       |                          |                                    |                                 |      |        |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |                         |  | <b>18. Personal Vehicle Use</b><br>Km Cost |                                | <b>19. Other Transport Costs</b> | <b>20. &amp; 21. Meals</b>    |                                       | <b>22. Lodging Costs</b> | <b>20. &amp; 21. Miscellaneous</b> |                                 |      |        |
|   |                             |                         |  |  |                                |                                  | Claim                         | Cost                                  |                          | Cost                               | Describe                        |      |        |
|   |                             |                         |  |  |                                |                                  | F-L                           | 41.00                                 |                          |                                    |                                 |      |        |
|   |                             |                         |  |  |                                |                                  | F-L                           | 41.00                                 |                          | 114.84                             |                                 |      |        |
|   |                             |                         |  |  |                                |                                  |                               | 0.00                                  |                          |                                    |                                 |      |        |
| 2018  | *PCard                      |                         |  |  |                                |                                  |                               |                                       |                          |                                    |                                 |      |        |
| 10/10   | *Vic-Van-Smithers(HJ/AC)    |                         |  | 0900                                       | 1159                           |                                  |                               |                                       |                          | 58.80                              | Taxi                            |      |        |
| 10/11   | * Smithers-Van-Vic (AC)     |                         |  | 0900                                       | 1159                           |                                  |                               |                                       |                          |                                    |                                 |      |        |
| 10/03   | Victoria                    |                         |  | 0900                                       | 1159                           |                                  |                               |                                       |                          | 8.87                               | Interest charge                 |      |        |
| <b>TOTALS OF COLUMNS</b>  |                             |                         |  |  | <b>36.</b><br>\$ 0.00          | <b>37.</b><br>\$ 0.00            |                               | <b>38.</b><br>\$ 82.00                | <b>39.</b><br>\$ 114.84  | <b>40.</b><br>\$ 67.67             | <b>Claim Total</b><br>\$ 264.51 |      |        |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b> | <b>51. STOB</b>                                      | <b>52. Project</b>                         | <b>45. Supplier Code</b>       | <b>Amount</b>                    |                               |                                       |                          |                                    |                                 |      |        |
|   |                             |                         |  |  |                                |                                  | 039                           | 18YAA                                 | 14001                    | 5701                               | 1800000                         | s.22 | \$s.22 |
|   |                             |                         |  |  |                                |                                  | 039                           | 18YAA                                 | 14001                    | 5702                               | 1800000                         |      |        |
|   |                             |                         |  |  |                                |                                  | 039                           |                                       |                          |                                    |                                 |      |        |
|   |                             |                         |  |  |                                |                                  | 039                           |                                       |                          |                                    |                                 |      |        |
| <b>Less Travel Advance</b><br>039   |                             |                         |  |  |                                |                                  |                               |                                       |                          |                                    |                                 |      |        |
|   |                             |                         |  |  |                                |                                  | <b>AMOUNT DUE TO EMPLOYEE</b> |                                       | <b>54.</b><br>\$ 264.51  |                                    |                                 |      |        |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |                         |  |  |                                | <b>Print Name</b>                |                               | <b>Date Signed</b>                    |                          |                                    |                                 |      |        |

99.80  
164.71

## Audit Trail for Travel Voucher (Restricted Use) E129878 for Gunn, Paulas.

6 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                           | Action    | Next To Act                                 |
|---------------------|--|--|-----------|---|
| 2018/10/15 16:22:20 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/16 12:29:06 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paulas.<br>Paula.Gunn@gov.bc.ca  | Saved     | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/16 12:44:22 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/16 12:54:53 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca | Notified  | Gunn, Paulas.2<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/16 13:23:42 | Gunn, Paulas.2<br>(IDIR\PGUNN)<br>Paula.Gunn@gov.bc.ca         |  | Initiated | Conroy, Katrine<br>Katrine.Conroy@gov.bc.ca |
| 2018/10/17 16:06:06 | Conroy, Katrine<br>(IDIR\KCONROY)<br>Katrine.Conroy@gov.bc.ca  |  | Approved  | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca  |

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## Notes for Travel Voucher (Restricted Use) E129878 for Gunn, Paula s.2

0 note(s) returned.

| Created On | Author | Note |
|------------|--------|------|
|            |        |      |

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|  |   |               |  |        |  |  |
|--|---|---------------|--|--------|--|--|
| <b>Oct 10-11 Van<br/>– Smithers<br/>trip<br/>Submitted to<br/>Kaitlin Oct 15</b> |   |               | Meetings in Van<br>and Wet'suwet'en<br>MOU signing |        |  |  |
|  | Taxi to Helijet   | My Pcard      |  | 25.80  |  |  |
|  | Helijet   | Emily's Pcard |  | N/A    |  |  |
|  | No lunch, lunch<br>provided CSSEA   |               |  | N/A    |  |  |
|  | Taxi to Airport   | My Pcard      |  | 33.00  |  |  |
|  | Dinner  |               |  | D      |  |  |
|  | Flight AC   | Emily's Pcard |  | N/A    |  |  |
|  | Breakfast   |               |  | B      |  |  |
|  | Hotel bill  | My Pcard      |  | 114.84 |  |  |
|  | No Lunch –<br>provided  |               |  | N/A    |  |  |
|  | Dinner  |               |  | D      |  |  |
|  | Flight - AC   | Emily's PCard |  | N/A    |  |  |
|  | No taxi – Allison<br>drove me   |               |  | N/A    |  |  |
|  | Incidentals   |               |  |        |  |  |
|  | END OF TRIP   |               |  |        |  |  |
|  | Interest charges<br>on October<br>BMO statement<br>that Saija<br>agreed I should<br>not have to pay | stop<br>5702  |  | 8.87   |  |  |



BLACKTOP&CHECKER CABS  
#62  
777 PACIFIC ST  
VANCOUVER BC

CARD s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/10  
TIME 5058 16:24:01  
CLERK ID 1  
RECEIPT NUMBER  
C85005543-001-878-007-0

PURCHASE  
AMOUNT \$33.00  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
69985EFA89156E24  
0000008000-E800  
05061003A4EAFE8E

APPROVED

AUTH# 192402 01-027  
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

BLUEBIRD CABS #47  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/10  
TIME 0492 07:49:35  
RECEIPT NUMBER  
C85068546-001-149-003-0

PURCHASE  
AMOUNT \$25.80  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
4CF322385921867A  
0000008000-E800  
A0E218928D68FD23

APPROVED

AUTH# 104935 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222

**Guest Folio**

**Paula Gunn**  
 MCFD  
 Victoria, BC  
 V8V 1X4  
 Canada

Arrival Date: 10 Oct 2018  
 Departure Date: 11 Oct 2018

Room Type: s.22

Folio: s.22

Room: s.15

CC Number: \*\*\*\*\*s.17

| Date           | Folio | Reference           | Amount    | Tax     | Total         |
|----------------|-------|---------------------|-----------|---------|---------------|
| 10 Oct 2018    | 1     | Room Charge         | \$99.00   | \$15.84 | \$114.84      |
| 11 Oct 2018    | 1     | Payment: Mastercard | \$-114.84 | \$0.00  | \$-114.84     |
| Room Charges   |       |                     | \$99.00   | \$15.84 | \$114.84      |
| Other Charges  |       |                     | \$0.00    | \$0.00  | \$0.00        |
| Credits        |       |                     | \$-114.84 | \$0.00  | \$-114.84     |
| <b>Balance</b> |       |                     |           |         | <b>\$0.00</b> |
|                |       |                     |           |         |               |
| MRDT           |       | \$3.00 % \$99.00    |           | \$2.97  |               |
| PST            |       | \$8.00 % \$99.00    |           | \$7.92  |               |
| GST            |       | \$5.00 % \$99.00    |           | \$4.95  |               |

Signature \_\_\_\_\_

s.15

TERM # 78041732  
 RECORD # 001638  
 HOST INVOICE # 0001617  
 HOST SEQ # 1001486

CARD \*\*\*\*\*s.17  
 CREDIT/MASTERCARD K  
 2018/10/11 00:51:37

**PURCHASE**  
**TOTAL \$114.84**

AUTH#: 035141 B: 0070  
 HTS#: 20181011005141

**TRANSACTION**  
**APPROVED 000**  
 CUSTOMER COPY

s.22

**Your Corporate Card Statement**

PAULA GUNN PROVINCE OF BC TRAVEL

s.17;s.22

s.17;s.22

|   |        |        |                |              |       |
|---|--------|--------|----------------|--------------|-------|
| 1 | Sep. 5 | Sep. 5 | VANCOUVER TAXI | VANCOUVER BC | 26.70 |
|---|--------|--------|----------------|--------------|-------|

s.22

|    |        |        |   |  |      |
|----|--------|--------|---|--|------|
| 12 | Oct. 3 | Oct. 3 | INTEREST PURCHASES @ 05.70000% TO 03OCT |  | 8.87 |
|----|--------|--------|---|--|------|

s.22

*Report any items which do not agree with your records within 30 days of statement date.*

s.22

s.22

s.17;s.22

PAULA GUNN  
PAULA GUNN

Amount you're paying (R):

**Account**

Customer #

s.17

Name

Paula Gunn

Company

Ministry Of Children &amp; Family Development

**Booking** s.22**Wednesday, October 10, 2018**

Invoice #328314

**706**

FARE-YWH-Full\_Winter17-18

\$300.00

**08:20 Victoria Harbour (Downtown)**

+ GST

\$15.00

**08:55 Vancouver Harbour (Downtown)**

Billing

\$300.00

**35 minutes**

Taxes

\$15.00

**Confirmed****Grand Total****\$315.00****1 Passengers - Full-Fare**

Paula Gunn, Female

[Add to Calendar](#)

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**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](http://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.

# Booking Confirmation

Booking Reference **s.22**

Date of issue: 24 Sep, 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.

## - Flight 1

Economy - Latitude

Wednesday  
10 Oct, 2018

17:55  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



19:44  
**Smithers**  
(YYD), BC

 **AC8564**

1hr49  
Economy B  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## - Flight 2

Economy - Latitude

Thursday  
11 Oct, 2018

20:05  
**Smithers**  
(YYD), BC



21:51  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

 **AC8565**

1hr46  
Economy B  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Layover in Vancouver

1hr39

Thursday  
11 Oct, 2018

23:30  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



23:59  
**Victoria**  
Victoria Int. (YYJ), BC

 **AC8083**

0hr29  
Economy B  
Operated by: Air Canada Express -  
Jazz | Q400

Total duration

3hr54

## Passengers

 **Paula Gunn**  
Ticket Number  
0142101043480

Seats  
**AC8564 s.1**  
**AC8565 5**  
**AC8083**



## Purchase summary

### MasterCard

Amount paid: \$1357.91

Amount paid: \$1357.91

### Tax information

GST/HST no. 10009-2287 RT0001

\$64.66

1 adult

### Air Transportation Charges

Base Fare - Flight 1 - Economy - Latitude 542.00

Base Fare - Flight 2 - Economy - Latitude 671.00

Surcharges 36.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 64.66

Air Travellers Security Charge - Canada 14.25

Airport Improvement Fee - Canada 30.00

Total airfare and taxes before options \$1357.91

GRAND TOTAL (Canadian dollars) \$1357.91



## 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.



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130005

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|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
|---|--|-----------------------------|--|---|---------------------------------|--------------------------------|----------------------------------|---------------------------------------|-----------------------------------|--------------------------|--------------------------|-------------------------|------------------------------------|--|
| <b>Name</b><br>Gunn, Paula s.2  |  |                             |  | <b>Employee ID</b><br>s.22                |                                 |                                |                                  | <b>Phone Number</b><br>(250) 356-0163 |                                   |                          |                          |                         |                                    |  |
| <b>Client Organization</b><br>Children and Family Development   |  |                             |  | <b>Job Title</b><br>Ministerial Assistant |                                 |                                |                                  | <b>Travel Group Code</b><br>3         |                                   |                          |                          |                         |                                    |  |
| <b>5. Date Completed</b><br>2018/10/30  |  |                             | <b>6. Fiscal Year</b><br>2019                        |   |                                 | <b>7. Special Cheque Issue</b> |                                  |                                       | <b>8. Cheque Stub Information</b> |                          |                          |                         |                                    |  |
| <b>Type of Travel</b><br>In Province  |  |                             | <b>14. Reason for Travel</b><br>Ministerial Buisness |   |                                 |                                |                                  |                                       | <b>Headquarters</b><br>Victoria   |                          |                          |                         |                                    |  |
| <b>12. Mailing Address for Cheque</b><br>134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| <b>16. Travel Dates</b>   |  | <b>17. Places Travelled</b> |  |   | <b>18. Personal Vehicle Use</b> |                                | <b>19. Other Transport Costs</b> |                                       | <b>20. &amp; 21. Meals</b>        |                          | <b>22. Lodging Costs</b> |                         | <b>20. &amp; 21. Miscellaneous</b> |  |
|   |  | *PCard                      |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
|   |  | Destination                 |  |   | Start                           |                                | End                              |                                       | Km                                |                          | Cost                     |                         | Claim                              |  |
| 2018  |  | * Vic-Van (AC)              |  |   | 0900                            |                                | 1159                             |                                       |                                   |                          | 0.00                     |                         | F-BL                               |  |
| 10/25   |  | * Van-Vic (HJ)              |  |   | 0900                            |                                | 1159                             |                                       | 10                                |                          | 5.40                     |                         | F-D                                |  |
| 10/26   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | 30.50                              |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | 33.25                              |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | 291.72                             |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | 81.40                              |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | 4.20                               |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | Taxi                               |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | Transit                            |  |
| <b>TOTALS OF COLUMNS</b>  |  |                             |  |   | <b>36.</b><br>\$ 5.40           |                                | <b>37.</b><br>\$ 0.00            |                                       | <b>38.</b><br>\$ 63.75            |                          | <b>39.</b><br>\$ 291.72  |                         | <b>40.</b><br>\$ 85.60             |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         | <b>Claim Total</b><br>\$ 446.47    |  |
| <b>48. Client Code</b>  |  | <b>49. Resp.</b>            |  | <b>50. Service Line</b>                   |                                 | <b>51. STOB</b>                |                                  | <b>52. Project</b>                    |                                   | <b>45. Supplier Code</b> |                          | <b>Amount</b>           |                                    |  |
| 039   |  | 18YAA                       |  | 14001                                     |                                 | 5701                           |                                  | 1800000                               |                                   | s.22                     |                          | \$ 446.47               |                                    |  |
| 039   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| 039   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| 039   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| <b>Less Travel Advance</b>  |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| 039   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
|   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          | <b>54.</b><br>\$ 446.47 |                                    |  |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |  |                             |  |   |                                 |                                |                                  |                                       |                                   |                          |                          |                         |                                    |  |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- 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) E130005 for Gunn, Paula S.

10 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                            | Action    | Next To Act                                 |
|---------------------|--|---|-----------|---|
| 2018/10/30 14:16:47 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.<br>Paula.Gunn@gov.bc.ca  | Saved     | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 14:18:23 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.<br>Paula.Gunn@gov.bc.ca  | Saved     | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 14:19:56 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paula S.<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/30 14:20:34 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 14:21:19 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paula S.<br>Paula.Gunn@gov.bc.ca      |
| 2018/10/30 14:31:04 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca | Saved     | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 14:41:25 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.<br>Paula.Gunn@gov.bc.ca  | Saved     | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 14:51:47 | Morton, Kaitlin<br>(IDIR\KAMORTON)<br>Kaitlin.Morton@gov.bc.ca | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca | Notified  | Gunn, Paula S.2<br>Paula.Gunn@gov.bc.ca     |
| 2018/10/30 16:25:39 | Gunn, Paula S.<br>(IDIR\PGUNN)<br>Paula.Gunn@gov.bc.ca         |   | Initiated | Conroy, Katrine<br>Katrine.Conroy@gov.bc.ca |
| 2018/11/05 13:19:08 | Conroy, Katrine<br>(IDIR\KCONROY)<br>Katrine.Conroy@gov.bc.ca  |   | Approved  | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca  |

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Notes for Travel Voucher (Restricted Use) E130005 for Gunn, Paula<sup>2</sup>

0 note(s) returned.

| Created On | Author | Note |
|------------|--------|------|
|            |        |      |

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|                         |  |               |                                    |   |  |  |
|-------------------------|--|---------------|------------------------------------|---|--|--|
| <b>Oct 25-26</b>        |  |               |                                    |   |  |  |
| Oct 25th                | Taxi to work<br>(because had<br>to leave<br>straight from<br>work)       | My Pcard      |                                    | 21.60   |  |  |
|                         | Taxi to airport  | My Pcard      |                                    | 59.80   |  |  |
|                         | Dinner   |               |                                    |   |  |  |
|                         | AC Flight to<br>Van  | Emily's PCard |                                    |   |  |  |
| Oct 26                  | s.15   | My PCard      |                                    | 291.72  |  |  |
|                         | B, L   |               |                                    |   |  |  |
|                         | Taxi'd with<br>MKC and she<br>paid, then took<br>transit<br>Transit fare | My Pcard      |                                    | 4.20 =<br>work<br>portion<br>(bought<br>day pass as<br>had a lot of<br>travel |  |  |
|                         | Helijet home   | Emily's PCard |                                    |   |  |  |
|                         | Mileage Helijet<br>to Home   |               | <i>MILEAGE 10 K to<br/>Helijet</i> |   |  |  |
| <b>END OF<br/>CLAIM</b> | Incidentals  |               |                                    |   |  |  |

Oct 25



## Booking Confirmation

Booking Reference: **s.22**

Date of issue: 22 Oct, 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 - Latitude

Thursday  
25 Oct, 2018

19:05  
**Victoria**  
Victoria Int. (YYJ), BC



19:33  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

AC8078

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

## Passengers

**Paula Gunn**  
Ticket Number  
0142102366140

Seats  
**AC8078 S.1**



## Purchase summary

**MasterCard**  
\*\*\*\*\*s.17  
Amount paid: \$460.58  
**Tax information**  
GST/HST no. 10009-2287 RT0001  
\$21.46

1 adult

Air Transportation Charges

|            |        |
|------------|--------|
| Base Fare  | 395.00 |
| Surcharges | 12.00  |

Taxes, fees and charges

|  |       |
|--|-------|
| Goods and Services Tax - Canada no. 100092287 RT0001 | 21.46 |
| Air Travellers Security Charge - Canada              | 7.12  |
| Airport Improvement Fee - Canada                     | 15.00 |

|  |                           |
|--|---------------------------|
| Total airfare and taxes before options | <b>\$450<sup>58</sup></b> |
|--|---------------------------|

|                                |                           |
|--------------------------------|---------------------------|
| GRAND TOTAL (Canadian dollars) | <b>\$450<sup>58</sup></b> |
|--------------------------------|---------------------------|

Oct 25<sup>th</sup>

s.15

Room : s.15  
Folio # : s.22  
Invoice # :  
Cashier # : 225666  
Page # : 1 of 1

Govt BC  
Ms Paula Gunn  
Parliament Buildings  
Victoria BC V  
Canada

Arrival : 10-25-18  
Departure : 10-26-18

| Date        | Description               | Additional Information |            | Charges | Credits |
|-------------|---------------------------|------------------------|------------|---------|---------|
| 10-25-18    | Room Charge               |                        |            | 249.00  |         |
| 10-25-18    | Destination Marketing Fee |                        |            | 2.49    |         |
| 10-25-18    | Municipal Room tax        |                        |            | 7.54    |         |
| 10-25-18    | Provincial Room tax       |                        |            | 20.12   |         |
| 10-25-18    | Room GST                  |                        |            | 12.57   |         |
| 10-26-18    | Mastercard                | XXXXXXXXXXXX           | s.17 XX/XX |         | 291.72  |
| Total       |                           |                        |            | 291.72  | 291.72  |
| Balance Due |                           |                        |            | 0.00    |         |

**GST Summary**

Room : 12.57  
F&B : 0.00  
Other : 0.00  
Total : 12.57

s.15



s.15

Oct 26<sup>th</sup>

Oct 25<sup>th</sup>

Oct 25

2 Zones = 4.20

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

TransLink  
980-CANADA LINE  
VVR-Airport Stn  
TVN73112  
Fri 26 Oct 18 12:17PM

Payment Type: DEBIT

Purchase: DayPass with VVR  
1 Adult \$15.25

Product Price: \$ 15.25

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

Debit Card #: \*\*\*\*\* s.22

Auth #: 442320  
Ref #: TVVD983BSH3C  
Receipt #: 36665

Card Entry: Chip  
AID:A0000002771010  
TVR:8000008000  
ISI:6800

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

Thank You!

BLUEBIRD CABS #19  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/25  
TIME 7863 18:06:13  
RECEIPT NUMBER  
C85068590-001-499-007-0

PURCHASE  
AMOUNT \$59.80  
TIP s.22  
TOTAL \$

MasterCard  
A0000000041010  
71685FAAC5F59FC6  
0000008000-E800  
9A368A3ED2790493

APPROVED

AUTH# 210613 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PNE.250.382.2222

BLUEBIRD CABS #65  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/25  
TIME 0929 08:07:55  
RECEIPT NUMBER  
C85036849-001-590-001-0

PURCHASE  
AMOUNT \$21.60  
TIP s.22  
TOTAL \$

MasterCard  
A0000000041010  
F9FBD6E4366F7475  
0000008000-E800  
70996A933DE28F83

APPROVED

AUTH# 110755 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## Morton, Kaitlin MCF:EX

---

**From:** White, Emily MCF:EX  
**Sent:** Monday, October 22, 2018 8:57 AM  
**To:** Gunn, Paula MCF:EX  
**Cc:** Morton, Kaitlin MCF:EX  
**Subject:** HELIJET - OCT 26

Hi Paula –

Here is your flight home on Friday.

Best,

**Emily White**  
Administrative Coordinator  
**The Hon. Katrine Conroy**  
Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4  
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: [emily.white@gov.bc.ca](mailto:emily.white@gov.bc.ca)

*\*\* In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/> \*\**

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) [mailto:[passengerservices@helijet.com](mailto:passengerservices@helijet.com)]  
**Sent:** Monday, October 22, 2018 8:45 AM  
**To:** White, Emily MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.17

Name

Paula Gunn

Company

Ministry Of Children & Family Development

Booking s.22

Friday, October 26, 2018

Invoice #338756

731

SALE - Seat Sale \$189

\$180.00

18:45 Vancouver Harbour (Downtown)

+ GST

\$9.00

19:20 Victoria Harbour (Downtown)

Billing

\$180.00

35 minutes

Taxes

\$9.00

Grand Total

\$189.00

Confirmed

1 Passengers - Sale

Paula Gunn, Female

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

Does not qualify for combination with Kids Fly Free promotions.

[Add to Calendar](#)

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E129917

**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><br>Sharma, Niki   |  |                                       |  | <b>Employee ID</b><br>s 22                |  |                                       |                                  | <b>Phone Number</b><br>(250) 356-5767 |  |                                  |                            |           |   |      |
| <b>Client Organization</b><br>Children and Family Development   |  |                                       |  | <b>Job Title</b><br>Ministerial Assistant |  |                                       |                                  | <b>Travel Group Code</b><br>3         |  |                                  |                            |           |   |      |
| <b>5. Date Completed</b><br>2018/10/19  |  |                                       | <b>6. Fiscal Year</b><br>2019                        |   |  | <b>7. Special Cheque Issue</b><br>EFT |                                  |                                       | <b>8. Cheque Stub Information</b>        |                                  |                            |           |   |      |
| <b>Type of Travel</b><br>In Province  |  |                                       | <b>14. Reason for Travel</b><br>Ministerial Business |   |  |                                       |                                  |                                       | <b>Headquarters</b><br>Victoria          |                                  |                            |           |   |      |
| <b>12. Mailing Address for Cheque</b><br>Rm 027-501 Belleville Street Victoria, BC V8V 1X4  |  |                                       |  |   |  |                                       |                                  |                                       |  |                                  |                            |           |   |      |
| <b>16. Travel Dates</b>   |  | <b>17. Places Travelled</b><br>*PCard |  |   | <b>18. Personal Vehicle Use</b><br>Km Cost |                                       | <b>19. Other Transport Costs</b> |                                       | <b>20. &amp; 21. Meals</b><br>Claim Cost |                                  | <b>22. Lodging Costs</b>   |           | <b>20. &amp; 21. Miscellaneous</b><br>Cost Describe |      |
| 2018  |  | <b>Destination</b>                    | <b>Start</b>   | <b>End</b>                                |  |                                       |                                  |                                       |  |                                  |                            |           |   |      |
| 10/02   |  | *Vancouver (HJ)                       | 0000   | 0631                                      |  | 0.00                                  |                                  |                                       |  |                                  |                            |           | 13.30   | Taxi |
| 10/04   |  | * Vancouver (HJ)                      | 1416   | 1436                                      |  | 0.00                                  |                                  |                                       |  |                                  |                            |           | 15.20   | Taxi |
| 10/10   |  | Van>Burn                              | 1400   | 1442                                      |  | 0.00                                  |                                  |                                       | F-BL                                     | 30.50                            | s.22                       |           | 43.30   | Taxi |
| 10/10   |  | Vancouver                             | 1900   | 1916                                      |  | 0.00                                  |                                  |                                       |  |                                  |                            |           | 13.20   | Taxi |
| 10/11   |  | Van>Rich                              | 1005   | 1043                                      |  | 0.00                                  |                                  |                                       | F-D B                                    | 22.75                            | s.22                       |           | 27.60   | Taxi |
| 10/11   |  | Rich>Van                              | 1610   | 1658                                      |  | 0.00                                  |                                  |                                       |  |                                  |                            |           | 37.50   | Taxi |
| 10/16   |  | * Vancouver (HJ)                      | 0648   | 0708                                      |  | 0.00                                  |                                  |                                       |  |                                  |                            |           | 13.80   | Taxi |
| <b>TOTALS OF COLUMNS</b>  |  |                                       |  |   | <b>36.</b><br>\$ 0.00                      | <b>37.</b><br>\$ 0.00                 |                                  | <b>38.</b> 53.25<br>\$ s.22           | <b>39.</b><br>\$ 0.00                    | <b>40.</b><br>\$ 163.90          | <b>Claim Total</b><br>s.22 |           |   |      |
| <b>48. Client Code</b><br>039<br>039<br>039<br>039  |  | <b>49. Resp.</b><br>18YAB             |  | <b>50. Service Line</b><br>14001          |  | <b>51. STOB</b><br>57016504           |                                  | <b>52. Project</b><br>1800000         |  | <b>45. Supplier Code</b><br>s.22 |                            | <b>Ar</b> |   |      |
| <b>Less Travel Advance</b><br>039   |  |                                       |  |   |  |                                       |                                  |                                       |  |                                  |                            |           |   |      |
|   |  |                                       |  |   |  |                                       |                                  |                                       |  | <b>AMOUNT DUE TO EMPLOYEE</b>    |                            |           | <b>54.</b>  |      |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |  |                                       |  |   |  |                                       |                                  | <b>Print Name</b>                     |  | <b>Date Signed</b>               |                            |           |   |      |

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2018Nov06  
SLP



## Audit Trail for Travel Voucher (Restricted Use) E129917 for Sharma, Niki

7 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                          | Action    | Next To Act                                       |
|---------------------|--|---------------------------------------|-----------|---|
| 2018/10/19 13:37:52 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca         | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved     | Sharma, Niki<br>Niki.Sharma@gov.bc.ca             |
| 2018/10/19 13:39:36 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca         | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved     | Sharma, Niki<br>Niki.Sharma@gov.bc.ca             |
| 2018/10/19 13:40:01 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca         | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved     | Sharma, Niki<br>Niki.Sharma@gov.bc.ca             |
| 2018/10/26 10:31:51 | Sharma, Niki<br>(IDIR\NISHARMA)<br>Niki.Sharma@gov.bc.ca             |                                       | Approved  | Chen, Katrina<br>Katrina.Chen@gov.bc.ca           |
| 2018/10/29 15:33:06 | Chen, Katrina<br>(IDIR\KATCHEN)<br>Katrina.Chen@gov.bc.ca            |                                       | Approved  | Poldrugovac, Saija<br>Saija.Poldrugovac@gov.bc.ca |
| 2018/10/30 14:54:30 | Poldrugovac, Saija<br>(IDIR\SPOLDRUG)<br>Saija.Poldrugovac@gov.bc.ca |                                       | Forwarded | Laird, Patricia s.2<br>Patricia.Laird@gov.bc.ca   |
| 2018/10/30 15:13:03 | Laird, Patricia s.<br>(IDIR\PLAIRD)<br>Patricia.Laird@gov.bc.ca      |                                       | Forwarded | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca        |

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## Notes for Travel Voucher (Restricted Use) E129917 for Sharma, Niki

1 note(s) returned.

| Created On          | Author   | Note  |
|---------------------|--|---|
| 2018/10/19 13:37:52 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | 10/02/18 Took taxi from home to Helijet in Vancouver<br>10/04/18 Took taxi from Helijet to home in Vancouver<br>10/10/18 Took taxi from Van>Burn to CO for meeting<br>10/10/10 Took taxi from meeting in Van to home<br>10/11/18 Took taxi from Van>Rich for meeting<br>10/11/18 Took taxi from Rich>Van from meeting to home<br>10/16/18 Took taxi from home to Helijet in Vancouver |

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## Audit Trail for Travel Voucher (Restricted Use) E129917 for Sharma, Niki

3 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                          | Action | Next To Act                           |
|---------------------|--|---------------------------------------|--------|---------------------------------------|
| 2018/10/19 13:37:52 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved  | Sharma, Niki<br>Niki.Sharma@gov.bc.ca |
| 2018/10/19 13:39:36 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved  | Sharma, Niki<br>Niki.Sharma@gov.bc.ca |
| 2018/10/19 13:40:01 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved  | Sharma, Niki<br>Niki.Sharma@gov.bc.ca |

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*Wheatland*  
YELLOW CAB #89  
1441 CLARK DR  
VANCOUVER BC  
*Collingwood NH*

CARD s.22

CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/10  
TIME 2496 19:16:38  
CLERK ID 5  
RECEIPT NUMBER  
C85059849-001-002-254-0

PURCHASE  
AMOUNT \$13.20  
TIP s.22  
TOTAL

\$

Interac  
A0000002771010  
CADFCA0D8313D715  
8080008000-6800  
B839EF054A66BE2E  
8080008000-7800

APPROVED

AUTH# 693981 00-001  
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

*to PCCC*  
YELLOW CAB #343  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/11  
TIME 5138 10:43:03  
CLERK ID 1  
RECEIPT NUMBER  
C85018597-001-003-804-0

PURCHASE  
AMOUNT \$27.60  
TIP s.22  
TOTAL

Interac  
A0000002771010  
E6E3113D3A6C6EF9  
8080008000-6800  
AC83627082ABD77E  
8080008000-7800

APPROVED

AUTH# 385840 00-001  
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

## TRANSACTION RECORD

*from PCCC*  
RICHMOND TAXI #125  
2440 SHELL ROAD V6X2P1  
RICHMOND BC  
20785733  
QB2078573301

## SALE

10-11-2018 16:58:38  
Acct # \*\*\*\*\*s.17 C  
Account Chequing Card Type DP  
A0000002771010  
Interac

Trace # 110001 Operator 425  
Inv. # 425  
Auth # 611180 RRN 001212001

Sale \$37.50  
Tip s.22

## TOTAL

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

Retain this copy for your  
records  
Customer copy

## Notes for Travel Voucher (Restricted Use) E129917 for Sharma, Niki

1 note(s) returned.

| Created On          | Author   | Note  |
|---------------------|--|---|
| 2018/10/19 13:37:52 | Wilson, Cherie<br>(IDIRICHEWILSO)<br>Cherie.Wilson@gov.bc.ca | 10/02/18 Took taxi from home to Helijet in Vancouver<br>10/04/18 Took taxi from Helijet to home in Vancouver<br>10/10/18 Took taxi from Van>Burn to CO for meeting<br>10/10/18 Took taxi from meeting in Van to home<br>10/11/18 Took taxi from Van>Rich for meeting<br>10/11/18 Took taxi from Rich>Van from meeting to home<br>10/16/18 Took taxi from home to Helijet in Vancouver |

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YELLOW CAB #22  
1441 CLARK DR  
VANCOUVER BC ✓  
*to Helijet*

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/02  
TIME 0056 06:31:30  
CLERK ID 1  
RECEIPT NUMBER  
C85062801-001-001-146-0

-----  
PURCHASE  
AMOUNT \$13.30  
TIP s.22  
TOTAL \$

MasterCard  
A0000000041010  
54C05EA8F92F836B  
0000008000-E800  
FDE1847A8A2F16E3

**APPROVED**

AUTH# 093130 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

*from Helijet*  
VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC ✓

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/04  
TIME 1298 14:36:10  
CLERK ID 7  
INVOICE # 13  
RECEIPT NUMBER  
C85052004-001-133-005-0

-----  
PURCHASE  
AMOUNT \$15.20  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
34A8CB794B2D3CE2  
8080008000-6800  
2BBEA6DE825B145E  
8080008000-7800

**APPROVED**

AUTH# 173610 00-001  
THANK YOU

CARDHOLDER COPY

*to Burnaby*  
YELLOW CAB #110  
1441 CLARK DR  
VANCOUVER BC ✓

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/10  
TIME 3477 14:42:23  
CLERK ID 1  
RECEIPT NUMBER  
C85055420-001-020-940-0

-----  
PURCHASE  
AMOUNT \$43.30  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
59E01AE23AF24614  
8080008000-6800  
9912B7BB9EF1CB28  
8080008000-7800

**APPROVED**

AUTH# 529470 00-001  
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

*p. Helyet*  
YELLOW CAB #326  
1441 CLARK DR  
VANCOUVER BC

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/16  
TIME 3887 07:08:15  
CLERK ID 1  
RECEIPT NUMBER  
C85048558-001-002-182-0

-----  
PURCHASE  
AMOUNT \$13.80  
TIP s.22  
TOTAL  
-----

Interac  
A0000002771010  
3C1DD13B138E329E  
8080008000-6800  
E54890C948D26AB2  
8080008000-7800

**APPROVED**

AUTH# 256950 00-001  
THANK YOU

CARDHOLDER COPY

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Friday, October 19, 2018 1:36 PM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |                   |               |
|----------------|-------------------|---------------|
| <b>Account</b> | <b>Customer #</b> | s.17          |
|                | <b>Name</b>       | Niki Sharma   |
|                | <b>Company</b>    | Bc Government |

### Booking s.22

**Tuesday, October 16, 2018**

**703**

**07:30 Vancouver Harbour (Downtown)**

**08:05 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Niki Sharma, Female**

[Add to Calendar](#)

Invoice #334426

FARE-YWH-FULL\_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

**Grand Total \$325.00**

Mastercard \$325.00

Date / Time October 16, 2018 @ 7:10:06 AM

Summary s.17

Expiration

Authorization 101004

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Friday, October 19, 2018 11:16 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |                   |                      |
|----------------|-------------------|----------------------|
| <b>Account</b> | <b>Customer #</b> | <b>s.17</b>          |
|                | <b>Name</b>       | <b>Niki Sharma</b>   |
|                | <b>Company</b>    | <b>Bc Government</b> |

### Booking s.22

**Tuesday, October 2, 2018**

**851**

**07:00 Vancouver Harbour (Downtown)**

**07:35 Victoria Harbour (Downtown)**

**Dropoff:**

**Shuttle Requested**

**35 minutes**

**Confirmed**

**1 Passengers - Standard-Fare**

**Invoice #324228**

**FARE-YWH-Full\_Winter17-18** **\$300.00**

**+ GST** **\$15.00**

**Billing** **\$300.00**

**Taxes** **\$15.00**

**Grand Total** **\$315.00**

**Mastercard** **\$315.00**

**Date / Time** **October 2, 2018 @ 6:33:03 AM**

**Summary** **s.17**

**Expiration**



**Niki Sharma, Female**

Authorization 093300

**Add to Calendar**

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

**Payment:**

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

**Passenger Check-in:**

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

**Changes/Cancellations & No Show Penalty:**

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

**Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Friday, October 19, 2018 11:18 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |                   |               |
|----------------|-------------------|---------------|
| <b>Account</b> | <b>Customer #</b> | s.17          |
|                | <b>Name</b>       | Niki Sharma   |
|                | <b>Company</b>    | Bc Government |

### Booking #s.22

**Thursday, October 4, 2018**

**718**

**13:45 Victoria Harbour (Downtown)**

**14:20 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Standard-Fare**

**Niki Sharma, Female**

[Add to Calendar](#)

**Invoice #324346**

**FARE-YWH-Full\_Winter17-18** \$300.00

**+ GST** \$15.00

**Billing** \$300.00

**Taxes** \$15.00

**Grand Total** \$315.00

**Mastercard** \$315.00

**Date / Time** October 4, 2018 @ 1:10:29 PM

**Summary** s.17

**Expiration**

Authorization 161028

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130319

**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><br>Sharma, Niki  |                      |                           |   | <b>Employee ID</b><br>s.22                |                       |                                       |                 | <b>Phone Number</b><br>(250) 356-5767 |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
|--|----------------------|---------------------------|---|---|-----------------------|---------------------------------------|-----------------|---------------------------------------|-----------------------------------|----------------------------------|---------------------------------|----------------------------|----------------------|--|--|--------------------------|--|---------------------------|-----------------|--|-------------------|-------------------------|--|--|--------------------|-------|-----|----|------|--|-------|------|--|------|----------|------|--|--|--|--|--|--|--|--|--|--|--|-------|------------------|------|------|--|------|--|--|------|--|-------|------|-------|---------------|------|------|--|------|--|--|------|--|-------|------|-------|---------------|------|------|--|------|--|--|------|--|------|------|-------|-----------|------|------|--|------|--|--|------|--|------|------|-------|------------|------|------|--|------|--|--|------|--|-------|------|-------|----------|------|------|--|------|--|--|------|--|-------|------|-------|----------|------|------|--|------|--|--|------|--|-------|------|-------|---------------|------|------|--|------|--|--|------|--|-------|------|-------|---------------|------|------|--|------|--|--|------|--|------|------|-------|-----------|------|------|--|------|--|--|------|--|-------|------|--------------------------|--|--|--|--|-----------------------|-----------------------|--|-----------------------|-----------------------|-------------------------|---------------------------------|
| <b>Client Organization</b><br>Children and Family Development  |                      |                           |   | <b>Job Title</b><br>Ministerial Assistant |                       |                                       |                 | <b>Travel Group Code</b><br>3         |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>5. Date Completed</b><br>2018/12/19   |                      |                           | <b>6. Fiscal Year</b><br>2019                       |   |                       | <b>7. Special Cheque Issue</b><br>EFT |                 |                                       | <b>8. Cheque Stub Information</b> |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>Type of Travel</b><br>In Province   |                      |                           | <b>14. Reason for Travel</b><br>Ministrial Business |   |                       |                                       |                 |                                       | <b>Headquarters</b><br>Victoria   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>12. Mailing Address for Cheque</b><br>Rm 027-501 Belleville Street Victoria, BC V8V 1X4   |                      |                           |   |   |                       |                                       |                 |                                       |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th></th> <th>*PCard Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/18</td> <td>*Vic to Van (HA)</td> <td>1503</td> <td>1530</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>19.50</td> <td>Taxi</td> </tr> <tr> <td>10/22</td> <td>*Van&gt;Vic (HJ)</td> <td>0650</td> <td>0710</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.10</td> <td>Taxi</td> </tr> <tr> <td>10/24</td> <td>*Vic&gt;Van (HJ)</td> <td>1455</td> <td>1504</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>8.40</td> <td>Taxi</td> </tr> <tr> <td>10/24</td> <td>Vancouver</td> <td>1638</td> <td>1656</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>9.60</td> <td>Taxi</td> </tr> <tr> <td>10/26</td> <td>Van&gt;Surrey</td> <td>0830</td> <td>0916</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>70.30</td> <td>Taxi</td> </tr> <tr> <td>10/27</td> <td>Van&gt;Burn</td> <td>0955</td> <td>1037</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>39.60</td> <td>Taxi</td> </tr> <tr> <td>10/27</td> <td>Burn&gt;Van</td> <td>1150</td> <td>1231</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>42.20</td> <td>Taxi</td> </tr> <tr> <td>10/29</td> <td>*Van&gt;Vic (HJ)</td> <td>0648</td> <td>0703</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.00</td> <td>Taxi</td> </tr> <tr> <td>10/31</td> <td>*Van&gt;Vic (HJ)</td> <td>1410</td> <td>1421</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>8.20</td> <td>Taxi</td> </tr> <tr> <td>10/31</td> <td>Vancouver</td> <td>1540</td> <td>1552</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>14.30</td> <td>Taxi</td> </tr> <tr> <td colspan="5"><b>TOTALS OF COLUMNS</b></td> <td><b>36.</b><br/>\$ 0.00</td> <td><b>37.</b><br/>\$ 0.00</td> <td></td> <td><b>38.</b><br/>\$ 0.00</td> <td><b>39.</b><br/>\$ 0.00</td> <td><b>40.</b><br/>\$ 240.20</td> <td><b>Claim Total</b><br/>\$ 240.20</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 |  |  | *PCard Destination | Start | End | Km | Cost |  | Claim | Cost |  | Cost | Describe | 2018 |  |  |  |  |  |  |  |  |  |  |  | 10/18 | *Vic to Van (HA) | 1503 | 1530 |  | 0.00 |  |  | 0.00 |  | 19.50 | Taxi | 10/22 | *Van>Vic (HJ) | 0650 | 0710 |  | 0.00 |  |  | 0.00 |  | 14.10 | Taxi | 10/24 | *Vic>Van (HJ) | 1455 | 1504 |  | 0.00 |  |  | 0.00 |  | 8.40 | Taxi | 10/24 | Vancouver | 1638 | 1656 |  | 0.00 |  |  | 0.00 |  | 9.60 | Taxi | 10/26 | Van>Surrey | 0830 | 0916 |  | 0.00 |  |  | 0.00 |  | 70.30 | Taxi | 10/27 | Van>Burn | 0955 | 1037 |  | 0.00 |  |  | 0.00 |  | 39.60 | Taxi | 10/27 | Burn>Van | 1150 | 1231 |  | 0.00 |  |  | 0.00 |  | 42.20 | Taxi | 10/29 | *Van>Vic (HJ) | 0648 | 0703 |  | 0.00 |  |  | 0.00 |  | 14.00 | Taxi | 10/31 | *Van>Vic (HJ) | 1410 | 1421 |  | 0.00 |  |  | 0.00 |  | 8.20 | Taxi | 10/31 | Vancouver | 1540 | 1552 |  | 0.00 |  |  | 0.00 |  | 14.30 | Taxi | <b>TOTALS OF COLUMNS</b> |  |  |  |  | <b>36.</b><br>\$ 0.00 | <b>37.</b><br>\$ 0.00 |  | <b>38.</b><br>\$ 0.00 | <b>39.</b><br>\$ 0.00 | <b>40.</b><br>\$ 240.20 | <b>Claim Total</b><br>\$ 240.20 |
| 16. Travel Dates   | 17. Places Travelled |                           |   | 18. Personal Vehicle Use                  |                       | 19. Other Transport Costs             | 20. & 21. Meals |                                       | 22. Lodging Costs                 | 20. & 21. Miscellaneous          |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
|  | *PCard Destination   | Start                     | End   | Km  | Cost                  |                                       | Claim           | Cost                                  |                                   | Cost                             | Describe                        |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 2018   |                      |                           |   |   |                       |                                       |                 |                                       |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/18  | *Vic to Van (HA)     | 1503                      | 1530  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 19.50                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/22  | *Van>Vic (HJ)        | 0650                      | 0710  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 14.10                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/24  | *Vic>Van (HJ)        | 1455                      | 1504  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 8.40                             | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/24  | Vancouver            | 1638                      | 1656  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 9.60                             | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/26  | Van>Surrey           | 0830                      | 0916  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 70.30                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/27  | Van>Burn             | 0955                      | 1037  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 39.60                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/27  | Burn>Van             | 1150                      | 1231  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 42.20                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/29  | *Van>Vic (HJ)        | 0648                      | 0703  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 14.00                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/31  | *Van>Vic (HJ)        | 1410                      | 1421  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 8.20                             | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| 10/31  | Vancouver            | 1540                      | 1552  |   | 0.00                  |                                       |                 | 0.00                                  |                                   | 14.30                            | Taxi                            |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>TOTALS OF COLUMNS</b>   |                      |                           |   |   | <b>36.</b><br>\$ 0.00 | <b>37.</b><br>\$ 0.00                 |                 | <b>38.</b><br>\$ 0.00                 | <b>39.</b><br>\$ 0.00             | <b>40.</b><br>\$ 240.20          | <b>Claim Total</b><br>\$ 240.20 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>48. Client Code</b><br>039<br>039<br>039<br>039   |                      | <b>49. Resp.</b><br>18YAB |   | <b>50. Service Line</b><br>14001          |                       | <b>51. STOB</b><br>57016501           |                 | <b>52. Project</b><br>1800000         |                                   | <b>45. Supplier Code</b><br>s.22 |                                 | <b>Amount</b><br>\$ 240.20 |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>Less Travel Advance</b><br>039  |                      |                           |   |   |                       |                                       |                 |                                       |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
|  |                      |                           |   |   |                       |                                       |                 |                                       |                                   | <b>54.</b><br>\$ 240.20          |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>AMOUNT DUE TO EMPLOYEE</b>  |                      |                           |   |   |                       |                                       |                 |                                       |                                   |                                  |                                 |                            |                      |  |  |                          |  |                           |                 |  |                   |                         |  |  |                    |       |     |    |      |  |       |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |  |       |                  |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |      |      |       |            |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |          |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |       |      |       |               |      |      |  |      |  |  |      |  |      |      |       |           |      |      |  |      |  |  |      |  |       |      |                          |  |  |  |  |                       |                       |  |                       |                       |                         |                                 |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- 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) E130319 for Sharma, Niki**

3 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                          | Action    | Next To Act                                |
|---------------------|--|---------------------------------------|-----------|--|
| 2018/12/19 11:12:00 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved     | Sharma, Niki<br>Niki.Sharma@gov.bc.ca      |
| 2019/01/17 13:49:54 | Sharma, Niki<br>(IDIR\NISHARMA)<br>Niki.Sharma@gov.bc.ca     |                                       | Initiated | Chen, Katrina<br>Katrina.Chen@gov.bc.ca    |
| 2019/01/29 14:29:57 | Chen, Katrina<br>(IDIR\KATCHEN)<br>Katrina.Chen@gov.bc.ca    |                                       | Approved  | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca |

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## Notes for Travel Voucher (Restricted Use) E130319 for Sharma, Niki

1 note(s) returned.

| Created On          | Author   | Note  |
|---------------------|--|---|
| 2018/12/19 11:12:00 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Oct 18 - Took taxi home from Harbour air Van<br>Oct22 - took taxi from home to Helijet Van<br>oct24- Took taxi from Leg to Helijet in Victoria<br>Oct 24- took taxi from Helijet to home in Van<br>Oct 26 - took taxi from Van>Surrey for meeting<br>Oct 27- Took taxi from Van>Burn for meeting at CO<br>Oct 27- took taxi from Burn>Van from meeting to home<br>Oct 29- took taxi from home to Helijet in Van<br>Oct 31 -took Taxi from leg to Heljet in Victoria<br>Oct 31 - took taxi from helijet to home in Van |

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## Audit Trail for Travel Voucher (Restricted Use) E130319 for Sharma, Niki

1 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                          | Action | Next To Act                           |
|---------------------|--|---------------------------------------|--------|---------------------------------------|
| 2018/12/19 11:12:00 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Sharma, Niki<br>Niki.Sharma@gov.bc.ca | Saved  | Sharma, Niki<br>Niki.Sharma@gov.bc.ca |

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*taxi from flight*  
VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/18  
TIME 8234 15:03:05  
CLERK ID 1  
INVOICE # 63955  
RECEIPT NUMBER  
C85023846-001-323-006-0

PURCHASE  
AMOUNT \$19.50  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
8DCF4020BA903962  
8080008000-6800  
C52F7B4E3F269A7A  
8080008000-7800

APPROVED

AUTH# 541860 00-001  
THANK YOU

CARDHOLDER COPY

*to home*  
VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/24  
TIME 6244 16:56:55  
CLERK ID 1  
RECEIPT NUMBER  
C85000802-001-097-006-0

PURCHASE  
AMOUNT \$9.60  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
2AB1D7DE3BFB2334  
8080008000-6800  
3780C9D4718A5E2F  
8080008000-7800

APPROVED

AUTH# 610160 00-001  
THANK YOU

CARDHOLDER COPY

*taxi to Heliport*  
YELLOW CAB #38  
1441 CLARK DR  
VANCOUVER BC ✓

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/22  
TIME 6615 07:10:54  
CLERK ID 1  
RECEIPT NUMBER  
C85038266-001-015-093-0

PURCHASE  
AMOUNT \$14.10  
TIP s.22  
TOTAL

Interac  
A0000002771010  
938EAE08673545A  
8080008000-6800  
3FB758962D5E3CD1  
8080008000-7800

APPROVED

AUTH# 258550 00-001  
THANK YOU

CARDHOLDER COPY

GST195752447RT0001

## Notes for Travel Voucher (Restricted Use) E130319 for Sharma, Niki

1 note(s) returned.

| Created On          | Author   | Note  |
|---------------------|--|---|
| 2018/12/19 11:12:00 | Wilson, Cherie<br>(IDIR\CHEWILSO)<br>Cherie.Wilson@gov.bc.ca | Oct 18 - Took taxi home from Harbour air Van<br>Oct22 - took taxi from home to Helijet Van<br>Oct24- Took taxi from Leg to Helijet in Victoria<br>Oct 24- took taxi from Helijet to home in Van<br>Oct 26 - took taxi from Van>Surrey for meeting<br>Oct 27- Took taxi from Van>Burn for meeting at CO<br>Oct 27- took taxi from Burn>Van from meeting to home<br>Oct 29- took taxi from home to Helijet in Van<br>Oct 31 -took Taxi from leg to Heljet in Victoria<br>Oct 31 - took taxi from helijet to home in Van |

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*to Helijet*  
TRANSACTION RECORD

VICTORIA TAXI # 00  
000 PENTAIL PLASE V80000  
VICTORIA BC  
21417659  
GH2141765901

\*\*\*\* PURCHASE \*\*\*\*  
10-31-2018 14:21:57  
Acct # \*\*\*\*\*s.22 C  
Account Chequing Card Type DP  
A0000002771010 Interac

Trace # 10206  
Inv. # 11504  
Auth # 542690 RRN 001505005

Purchase \$9.40  
Tip s.22  
Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

*to Helijet*  
YELLOW CAB #304  
1441 CLARK DR  
VANCOUVER BC

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/29  
TIME 8165 07:03:50  
CLERK ID 1  
RECEIPT NUMBER  
C85043221-001-006-186-0

PURCHASE  
AMOUNT \$14.00  
TIP s.22  
TOTAL

Interac  
A0000002771010  
AEEDF7782DB73999  
8080008000-6800  
864601698809328C  
8080008000-7800

APPROVED

AUTH# 254310 00-001  
THANK YOU

CARDHOLDER COPY

*to Helijet*  
TRANSACTION RECORD

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH21852400W1

\*\*\*\* PURCHASE \*\*\*\*  
10-31-2018 14:21:57  
Acct # \*\*\*\*\*s.22 C  
Account Chequing Card Type DP  
A0000002771010 Interac

Operator: 82  
Trace # 14541  
Inv. # 82  
Auth # 517170 RRN 001505005

Purchase \$8.20  
Tip s.22  
Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



From Helipad  
VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/31  
TIME 5377 15:52:19  
CLERK ID 7  
INVOICE # 76  
RECEIPT NUMBER  
C85023941-001-723-006-0

PURCHASE  
AMOUNT \$14.30  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
FAAC9C12007A51F2  
8080008000-6800  
565C0D6644E6FA0D  
8080008000-7800

APPROVED

AUTH# 571400 00-001  
THANK YOU

CO-to Home  
BONNY'S TAXI B 133  
5759 SIDLEY STREET  
BURNABY BC

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/27  
TIME 8123 12:31:51  
CLERK ID 01  
RECEIPT NUMBER  
C85025081-001-519-007-0

PURCHASE  
AMOUNT \$42.20  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
D55BF8BF0054B334  
8080008000-6800  
D1897EF7ADE1F99E  
8080008000-7800

APPROVED

AUTH# 451120 00-001  
THANK YOU

to CO  
YELLOW CAB #133  
1441 CLARK DR  
VANCOUVER BC

CARD s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/27  
TIME 6105 10:37:55  
CLERK ID 1  
RECEIPT NUMBER  
C85053301-001-013-560-0

PURCHASE  
AMOUNT \$39.60  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
1A2A13C4824D87CC  
8080008000-6800  
5D45B3234D67281A  
8080008000-7800

APPROVED

AUTH# 382750 00-001  
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

to Scooter  
YELLOW CAB #243  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE CHEQUING  
DATE 2018/10/26  
TIME 3278 09:16:12  
CLERK ID 1  
RECEIPT NUMBER  
C85062942-001-001-773-0  
PURCHASE  
AMOUNT \$70.30  
TIP s.22  
TOTAL \$

Interac  
A0000002771010  
D518A738FF243A0B  
8080008000-6800  
787A3EDB2CEC10C1  
8080008000-7800

APPROVED

AUTH# 333720 00-001  
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

**Wilson, Cherie MCF:EX**

**Subject:** Harbour Air - Booking s.17  
**Location:** Vic to Van  
**Start:** Thu 2018-10-18 2:00 PM  
**End:** Thu 2018-10-18 2:35 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Wilson, Cherie MCF:EX  
**Required Attendees:** Sharma, Niki MCF:EX

**Customer Information****Account**

HAS #

s.17

Name

Niki Sharma

**Booking s.17****Thursday, October 18, 2018****Flight #2180/Twin Otter****15:30 Victoria Harbour / Map****16:05 Vancouver Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****. Niki Sharma, Female****Add to Calendar**

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

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

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** Friday, October 19, 2018 1:36 PM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

Account

Customer #

s.17

Name

Niki Sharma

Company

Bc Government

### Bookings.22

Tuesday, October 16, 2018

703

07:30 Vancouver Harbour (Downtown)

08:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Niki Sharma, Female

[Add to Calendar](#)

Invoice #334426

FARE-YWH-FULL\_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

**Grand Total \$325.00**

Mastercard \$325.00

Date / Time October 16, 2018 @ 7:10:06 AM

Summary s.17

Expiration

Authorization 101004

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** October 22, 2018 7:13 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |                   |               |
|----------------|-------------------|---------------|
| <b>Account</b> | <b>Customer #</b> | s.17          |
|                | <b>Name</b>       | Niki Sharma   |
|                | <b>Company</b>    | Bc Government |

### Booking s.22

|   |  |                                      |
|---|--|--------------------------------------|
| <b>Monday, October 22, 2018</b>           | <b>Invoice #334428</b>   |                                      |
| <b>703</b>                                | <b>FARE-YWH-FULL_Winter18-19</b>   | <b>\$309.52</b>                      |
| <b>07:30 Vancouver Harbour (Downtown)</b> | <b>+ GST</b>   | <b>\$15.48</b>                       |
| <b>08:05 Victoria Harbour (Downtown)</b>  | <b>Billing</b>   | <b>\$309.52</b>                      |
| <b>35 minutes</b>                         | <b>Taxes</b>   | <b>\$15.48</b>                       |
| <b>Confirmed</b>                          | <b>Grand Total</b>   | <b>\$325.00</b>                      |
| <b>1 Passengers - Full-Fare</b>           | <b>Mastercard</b>  | <b>\$325.00</b>                      |
| <b>Niki Sharma, Female</b>                | <b>Date / Time</b>   | <b>October 22, 2018 @ 7:12:18 AM</b> |
| <b>Add to Calendar</b>                    | <b>Summary</b>   | <b>s.17</b>                          |
|   | <b>Expiration</b>  |                                      |
|   | <b>Authorization</b>   | <b>101218</b>                        |
|   | <b>Fully Changeable / Refundable up to 5pm the day prior to departure.</b> |                                      |
|   | <b>After 5pm all next-day travel is non-refundable and only</b>            |                                      |

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:  
Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:  
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** December 12, 2018 11:20 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |                   |                      |
|----------------|-------------------|----------------------|
| <b>Account</b> | <b>Customer #</b> | <b>s.17</b>          |
|                | <b>Name</b>       | <b>Niki Sharma</b>   |
|                | <b>Company</b>    | <b>Bc Government</b> |

### Booking #s.22

**Wednesday, October 24, 2018**

**722**

**15:50 Victoria Harbour (Downtown)**

**16:25 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Niki Sharma, Female**

**Add to Calendar**

**Invoice #340335**

**FARE-YWH-FULL\_Winter18-19** **\$309.52**

**+ GST** **\$15.48**

**Billing** **\$309.52**

**Taxes** **\$15.48**

**Grand Total** **\$325.00**

**Mastercard** **\$325.00**

**Date / Time** **October 24, 2018 @ 3:07:18 PM**

**Summary** **s.17**

**Expiration**

**Authorization** **180718**

**Fully Changeable / Refundable up to 5pm the day prior to departure.**

**After 5pm all next-day travel is non-refundable and only**



changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking #s.22

Monday, October 29, 2018

703

07:55 Vancouver Harbour (Downtown)

08:30 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Niki Sharma, Female

[Add to Calendar](#)

Invoice #334430

FARE-YWH-FULL\_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

**Grand Total \$325.00**

Mastercard \$325.00

Date / Time October 29, 2018 @ 7:05:17 AM

Summary s.17

Expiration

Authorization 100516

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking #s.22

## Wilson, Cherie MCF:EX

**From:** passengerservices@helijet.com  
**Sent:** December 12, 2018 11:20 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

|                |            |               |
|----------------|------------|---------------|
| <b>Account</b> | Customer # | s.17          |
|                | Name       | Niki Sharma   |
|                | Company    | Bc Government |

### Booking s.22

**Wednesday, October 24, 2018**

**722**

**15:50 Victoria Harbour (Downtown)**

**16:25 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Niki Sharma, Female**

**Add to Calendar**

Invoice #340335

FARE-YWH-FULL\_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

**Grand Total \$325.00**

Mastercard \$325.00

Date / Time October 24, 2018 @ 3:07:18 PM

Summary s.17

Expiration

Authorization 180718

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

After 5pm all next-day travel is non-refundable and only

changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking s.22

**Monday, October 29, 2018**

**703**

**07:55 Vancouver Harbour (Downtown)**

**08:30 Victoria Harbour (Downtown)**

**Dropoff:**

**Shuttle Requested**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Niki Sharma, Female**

**Add to Calendar**

Invoice #334430

FARE-YWH-FULL\_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

**Grand Total \$325.00**

Mastercard \$325.00

Date / Time October 29, 2018 @ 7:05:17 AM

Summary

Expiration

Authorization 100516

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking s.22

|   |  |                                      |
|---|--|--------------------------------------|
| <b>Wednesday, October 31, 2018</b>        | <b>Invoice #334465</b>   |                                      |
| <b>720</b>                                | <b>FARE-YWH-FULL_Winter18-19</b>   | <b>\$309.52</b>                      |
| <b>15:00 Victoria Harbour (Downtown)</b>  | <b>+ GST</b>   | <b>\$15.48</b>                       |
| <b>15:35 Vancouver Harbour (Downtown)</b> | <b>Billing</b>   | <b>\$309.52</b>                      |
| <b>35 minutes</b>                         | <b>Taxes</b>   | <b>\$15.48</b>                       |
| <b>Confirmed</b>                          | <b>Grand Total</b>   | <b>\$325.00</b>                      |
| <b>1 Passengers - Full-Fare</b>           | <b>Mastercard</b>  | <b>\$325.00</b>                      |
| <b>. Niki Sharma, Female</b>              | <b>Date / Time</b>   | <b>October 31, 2018 @ 2:23:26 PM</b> |
| <b>Add to Calendar</b>                    | <b>Summary</b>   | <b>s.17</b>                          |
|   | <b>Expiration</b>  |                                      |
|   | <b>Authorization</b>   | <b>172325</b>                        |
|   | <b>Fully Changeable / Refundable up to 5pm the day prior to departure.</b>   |                                      |
|   | <b>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.</b> |                                      |
|   | <b>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)</b>       |                                      |

### THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://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.

[Link to Invoice Coding Sheet completion instructions.](#)

| PAYEE NAME <u>NIKI SHARMA</u>   |                                      |  |               |   | * SUPPLIER # <u>s.22</u>   |       | * SITE <u>HOM</u> |      |         |                                    |
|---|--------------------------------------|--|---------------|---|--|-------|-------------------|------|---------|------------------------------------|
| CONTRACT/PO # _____   |                                      | INVOICE DATE <u>17-OCT-2018</u><br><small>DD-MMM-YYYY</small>  |               | INVOICE # <u>CLRPREPAID-OCT2018</u>   |  |       |                   |      |         |                                    |
| DATE INVOICE RECEIVED <u>17-OCT-2018</u><br><small>DD-MMM-YYYY</small>  |                                      | DATE GOODS/ SERVICES REC'D _____<br><small>DD-MMM-YYYY</small> |               | RECEIPT # _____   |  |       |                   |      |         |                                    |
| NAME &/OR ADDRESS OVERRIDE:   |                                      |  |               | DESCRIPTION FOR CHEQUE STUB:<br><br>AP ADJUSTMENT - CLEAR PREPAID-UBCM SHARMA |  |       |                   |      |         |                                    |
| DATE CHQ/EFT REQ'D<br>(ONLY IF URGENT) _____<br><small>DD-MMM-YYYY</small>  |                                      | GL DATE (if applicable) _____<br><small>DD-MMM-YYYY</small>    |               | PAY ALONE? YES <input type="checkbox"/>                                       |  |       |                   |      |         |                                    |
| OFA STOB & ASSET # (if applicable) : _____  |                                      |  |               |   |  |       |                   |      |         |                                    |
| AMOUNT<br>(INCLUDING TAX)   | PRE-TAX<br>AMOUNT<br>(EXCLUDING TAX) | PST<br>AMOUNT  | GST<br>AMOUNT | TAX CODE<br><small>PST &amp; GST, GST, PST, GST<br/>Travel, Other</small>     | CL   | RESP  | SERVICE<br>LINE   | STOB | PROJECT | NAME &<br>SUPPLIER # if<br>STOB 57 |
| -210.90   | -210.90                              |  |               |   | 039  | 18YAB | 14001             | 1890 | 1800000 |                                    |
| 210.90  | 210.90                               |  |               |   | 039  | 18YAB | 14001             | 5702 | 1800000 | NIKI SHARMA<br>s.22                |
| 0.32  | 0.32                                 |  |               |   | 039  | 18YAB | 14001             | 1890 | 1800000 |                                    |
| -0.32   | -0.32                                |  |               |   | 039  | 18YAB | 14001             | 5702 | 1800000 | NIKI SHARMA<br>s.22                |
|   |                                      |  |               |   |  |       |                   |      |         |                                    |
|   |                                      |  |               |   |  |       |                   |      |         |                                    |
|   |                                      |  |               |   |  |       |                   |      |         |                                    |
|   |                                      |  |               |   |  |       |                   |      |         |                                    |
| 0.00  | <b>TOTAL</b>                         |  |               |   |  |       |                   |      |         |                                    |
| <b>* EXPENSE AUTHORITY (EA) INFORMATION:</b><br>* <u>NIKI SHARMA</u><br><small>EA PRINTED NAME</small><br>* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:<br>Note: This is also the line description displayed on GL detail reports. |                                      |  |               |   | <b>* QUALIFIED RECEIVER (QR) CERTIFICATION:</b><br>* <u>SAIJA POLDRUGOVAC</u><br><small>QR PRINTED NAME</small><br>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).<br><br>* <u>SLP</u><br><small>QR SIGNATURE</small> |       |                   |      |         |                                    |
| <b>ADDITIONAL INFORMATION OR INSTRUCTIONS:</b><br><br>  |                                      |  |               |   |  |       |                   |      |         |                                    |

**From:** [Sharma, Niki MCF:EX](#)  
**To:** [Poldrugovac, Saija FIN:EX](#)  
**Cc:** [Wilson, Cherie MCF:EX](#)  
**Subject:** Re: APPROVAL REQUIRED: CF INVOICES - CLRPREPAID-OCT2018  
**Date:** October 17, 2018 1:21:15 PM

---

Approval

Sent from my iPhone

On Oct 17, 2018, at 12:45 PM, Poldrugovac, Saija FIN:EX <[Saija.Poldrugovac@gov.bc.ca](mailto:Saija.Poldrugovac@gov.bc.ca)> wrote:

Hi Niki,

Can you please respond with your approval to process the attached invoices.

This invoice is to transfer the UBCM hotel deposits from your pre-payment STOB 1890 to the proper travel coding.

Thanks!  
~Saija

<CF INVOICE - CLRPREPAID-OCT2018.pdf>

<CF INVOICE BMO-CHEN - CLRPREPAID-OCT2018.pdf>

## Wilson, Cherie MCF:EX

---

**From:** White, Emily MCF:EX  
**Sent:** Thursday, February 15, 2018 9:00 AM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** FW: Rest easy. Your reservation has been confirmed s.22 (s.15).

Hotel reservation for Niki for UBCM. This should be submitted w/ her next travel voucher

### Emily White

*Administrative Coordinator*

**The Hon. Katrine Conroy**

Minister of Children and Family Development

**The Hon. Katrina Chen**

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4  
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: [emily.white@gov.bc.ca](mailto:emily.white@gov.bc.ca)

---

**From:** s.15  
**Sent:** Thursday, February 15, 2018 8:58 AM  
**To:** White, Emily MCF:EX  
**Subject:** Rest easy. Your reservation has been confirmed s.22 (s.15).

s.15

Confirmation: s.22

**Your Reservation**

Check In 10-SEP-2018 - 4:00 PM \*

Check Out 14-SEP-2018 - 12:00 PM \*

Number of 1  
Rooms

Number of 1  
Guests

\* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

Please do not reply to this e-mail. It is a post-only email and responses will not be monitored. If you need to modify or cancel your reservation, please refer to the disclosure section below for additional instructions.

**Your Accommodations: Room 1 of 1**

Guest Name NIKI SHARMA

Number of Adults 1

Number of Children 0

Room Description  
s.15;s.22

**Your Rate: Room 1 of 1**

Rates for the night of:  
10-Sep-18, 11-Sep-18, 12-Sep-18, 13-Sep-18

**Rate Details** s.22

1 night due at time of booking and is non refundable. Remainder due 37 days prior to arrival, and is non refundable.

Room Rate 219.00 in CANADA DOLLAR per night





Where ideas work

## Business Expense Approval

Control No.

B023889

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

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

|  |                                     |                                 |                                 |
|--|-------------------------------------|---------------------------------|---------------------------------|
| <b>EVENT</b>                           |                                     |                                 |                                 |
| <b>Location (City)</b><br>New Hazelton | <b>Description</b><br>Lunch Meeting | <b>Start Date</b><br>2018/10/26 | <b>End Date</b><br>2018/10/26 ✓ |

|                                |                         |                     |                         |
|--------------------------------|-------------------------|---------------------|-------------------------|
| <b>PARTICIPANTS</b>            |                         |                     |                         |
| <b>Organization</b>            | <b>Number of People</b> | <b>Organization</b> | <b>Number of People</b> |
| Ministry of Citizens' Services | 4 ✓                     |                     |                         |

|  |                     |                    |                     |
|--|---------------------|--------------------|---------------------|
| <b>INDIVIDUALS INCLUDED IN MEAL CLAIMS</b> |                     |                    |                     |
| <b>Name</b>                                | <b>Organization</b> | <b>Name</b>        | <b>Organization</b> |
| Sims, Jinny .                              | Citizens' Services  | Russell, Shannon . | Citizens' Services  |
| Harbord, Chris .                           | Citizens' Services  | Randell, Howard .  | GCPE                |

|  |  |             |               |                            |                     |                |                 |
|--|--|-------------|---------------|----------------------------|---------------------|----------------|-----------------|
| <b>BUSINESS EXPENSE REQUESTED</b>  |  | <b>STOB</b> | <b>Amount</b> | <b>Responsibility</b>      | <b>Service Line</b> | <b>Project</b> | <b>Supplier</b> |
| 1. Meeting Room Rental   |  | 6531        |               | 32805                      | 34610               | 3200000        |                 |
| 2. Equipment/Furniture Rental  |  | 6531        |               |                            |                     |                |                 |
| 3. Photocopying, Faxing, Telephone, etc.   |  | 6531        |               |                            |                     |                |                 |
| 4. Food/Beverages for Meetings   |  | 6531        | 88.13         |                            |                     |                |                 |
| <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Dinner |  |             |               | <b>Mail to:</b>            |                     |                |                 |
| <input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.                              |  |             |               | Shannon . Russell ✓        |                     |                |                 |
| 5. Business Meals in Restaurant  |  |             |               | PO Box 9068 Stn Prov Gov   |                     |                |                 |
| <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner            |  |             |               | Victoria BC V8W 9E2        |                     |                |                 |
| 6. Event Planners, Speakers, etc.  |  | 6531        |               |                            |                     |                |                 |
| 7. Travel Costs for Non-BC Government Participants   |  | 6531        |               |                            |                     |                |                 |
| <b>Estimated Total</b>   |  |             | \$88.13       | <b>Reimbursement Total</b> |                     |                | <b>\$88.13</b>  |

|  |   |
|--|---|
| <b>SIGNATURES</b> Refer to Treasury Board directives for approval authorities. (See Audit Trail) |   |
| <b>Employee</b>  | <b>Print Name</b> <i>Shannon Russell</i> <b>Date Signed</b> <i>2018.11.27</i> |
| <b>Supervisor/Designated Authority</b>   | <b>Print Name</b> <i>Jinny Sims</i> <b>Date Signed</b> <i>2018-11-27</i>      |
| <b>Signing Authority</b>   | <b>Print Name</b> <b>Date Signed</b>  |

## Audit Trail for Business Expense Approval B023889 for Russell, Shannon

2 audit trail record(s) returned.

| Date/Time           | Who  | On Behalf Of                                  | Action   | Next To Act                                   |
|---------------------|--|---|----------|---|
| 2018/11/26 14:05:01 | Gervais, Dominique<br>(IDIR\DGERSAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Saved    | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |
| 2018/11/26 14:05:07 | Gervais, Dominique<br>(IDIR\DGERSAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Notified | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |

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## Notes for Business Expense Approval B023889 for Russell, Shannon


1 note(s) returned.

| Created On          | Author   | Note   |
|---------------------|--|--|
| 2018/11/26 14:05:01 | Gervais, Dominique<br>(IDIR\DGERSAIS)<br>Dominique.Gervais@gov.bc.ca | Service BC Tour- Lunch meeting in New<br>Hazelton BC |

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Subject: FW: Transaction Receipt - Do Not Reply

From: s.15 <payd\_receipt@moneris.com>  
Date: October 26, 2018 at 12:33:28 PM PDT  
To: s.22  
Subject: Transaction Receipt - Do Not Reply

  
Expense Authority  
  
Qualified Receiver

s.15

BC

| TYPE         | PURCHASE                      |
|--------------|-------------------------------|
| ORDER ID     | mob1540581992276              |
| CARD NUM     | **** *s.17                    |
| ACCOUNT      | MASTERCARD                    |
| DATE         | Oct 26 2018 12:27PM ✓         |
| REF NUM      | E13091270011470180<br>C       |
| AUTH CODE    | 152701                        |
| SUBTOTAL     | \$76.13                       |
| TIP AMOUNT   | tip is within 15% ✓   \$12.00 |
| AMOUNT (CAD) | <u>\$88.13</u>                |

APP LABEL MasterCard  
EMV AID A0000000041010  
ARQC TVR 0000008000  
ARQC F85A9C2F25854811

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

- IMPORTANT -

Cafe ran out  
of till tape so  
could only provide  
proof of purchase.

Stop: 6531  
lunch meeting:

Attendees,  
Jinny Sims  
Shannon Russell  
Chris Harbord  
Howard Randall

Card Transactions

2018/10/04 to 2018/11/03

Russell Shannon - BMO s.17

Previous Balance s.17;s.2  
Credit Limit 2

| Tran Date      | Supplier               | Image(s) | Source Amount | Amount Tax | Amount Incl |
|----------------|------------------------|----------|---------------|------------|-------------|
| s.15;s.17;s.22 |                        |          |               |            |             |
| 2018/10/26     | Zeldas Travel Mug Cafe | No       |               | 4.20       | 88.13       |
| s.15;s.17;s.22 |                        |          |               |            |             |

F119EXEDJ73



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130159

**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><br>Russell, Shannon ✓   |                             | <b>Employee ID</b><br>s.22                         |                                 | <b>Phone Number</b><br>(250) 387-9699 |                            |
| <b>Client Organization</b><br>Citizens' Services  |                             | <b>Job Title</b><br>Senior Ministerial Assistant   |                                 | <b>Travel Group Code</b><br>3         |                            |
| <b>5. Date Completed</b><br>2018/11/23  |                             | <b>6. Fiscal Year</b><br>2019                      |                                 | <b>7. Special Cheque Issue</b>        |                            |
| <b>8. Cheque Stub Information</b>   |                             |  |                                 |                                       |                            |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial Duties |                                 | <b>Headquarters</b><br>Victoria       |                            |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2  |                             |  |                                 |                                       |                            |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |  | <b>18. Personal Vehicle Use</b> | <b>19. Other Transport Costs</b>      | <b>20. &amp; 21. Meals</b> |
|   | <b>Destination</b>          | <b>Start</b>                                       | <b>End</b>                      | <b>Km</b>                             | <b>Cost</b>                |
| 2018  |                             |  |                                 |                                       |                            |
| 10/19   | CSI Lab tour                | 0840   | 1040                            |                                       | 0.00                       |
| 10/25   | Taxi to YYJ -Van            | 2000   | 2030                            |                                       | 0.00                       |
| 10/25   | Taxi-YVR-Hotel Van          | 2230   | 2300                            |                                       | 0.00                       |
| 10/26   | Hotel/Taxi-YVR-Terrace      | 0800   | 1800                            |                                       | 0.00                       |
| 10/27   | On Tour Pr. Rupert          | 0900   | 2200                            |                                       | 0.00                       |
| 10/28   | On Tour Pr. Rup-Van         | 0800   | 2300                            |                                       | 0.00                       |
| 10/29   | Travel-YYJ Van-Vic          | 0830   | 1700                            |                                       | 0.00                       |
| 10/31   | Leg-4000 Seymour Vic        | 1130   | 1300                            | 9                                     | 4.86                       |
| * 11/01   | Taxi to Event               |  |                                 |                                       | 7.00                       |
| * 11.07   | Event at Seymour            |  |                                 | 9                                     | 4.86                       |
|   |                             |  | <b>36. 9.72</b>                 | <b>37. 180.00 ✓</b>                   | <b>38. ✓</b>               |
|   |                             |  | <b>\$ s.22</b>                  |                                       | <b>\$ 138.00</b>           |
| <b>TOTALS OF COLUMNS</b>  |                             |  | 9 kms                           |                                       |                            |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                            | <b>51. STOB</b>                 | <b>52. Project</b>                    | <b>45. Supplier Code</b>   |
| 112   | 32805                       | 34610  | 6501                            | 3200000                               | s.22                       |
| 112   | 32805                       | 34610  | 5701                            | 3200000                               |                            |
| 112   | 32805                       | 34610  | 5702                            | 3200000                               |                            |
| 112   |                             |  |                                 |                                       |                            |
| <b>Less Travel Advance</b>  |                             |  |                                 |                                       | <b>54. 1330.92</b>         |
| 112   |                             |  |                                 |                                       | <b>\$ s.22</b>             |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |  |                                 |                                       |                            |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |  | <b>Print Name</b>               |                                       | <b>Date Signed</b>         |

FIN 10 (EFI-F0012 v2.6.1)

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

\* In-town (not on travel status) E130156 set to manual and added to E130159

DJ Nov 27/18

**Audit Trail for Travel Voucher (Restricted Use) E130159 for Russell, Shannon**

4 audit trail record(s) returned.

| Date/Time           | Who   | On Behalf Of                                  | Action    | Next To Act                                   |
|---------------------|---|---|-----------|---|
| 2018/11/23 16:27:54 | Gervais, Dominique<br>(IDIR\DGGERVAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Saved     | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |
| 2018/11/23 16:30:41 | Gervais, Dominique<br>(IDIR\DGGERVAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Notified  | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |
| 2018/11/26 10:01:49 | Russell, Shannon<br>(IDIR\SHANRUSS)<br>Shannon.Russell@gov.bc.ca      |   | Initiated | Sims, Jinny<br>Jinny.Sims@gov.bc.ca           |
| 2018/11/26 10:45:58 | Sims, Jinny ✓<br>(IDIR\JSIMS)<br>Jinny.Sims@gov.bc.ca                 |   | Approved  | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca    |

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## Notes for Travel Voucher (Restricted Use) E130159 for Russell, Shannon

1 note(s) returned.

| Created On          | Author   | Note   |
|---------------------|--|--|
| 2018/11/23 16:27:54 | Gervais, Dominique<br>(IDIR\DGERSAIS)<br>Dominique.Gervais@gov.bc.ca | Oct-19-CSI Lab Tour at 4000 Seymour<br>Oct-25-Taxi To YVR-Travel to Van-Taxi to<br>s. 15 hotel<br>Oct-26-Taxi to YVR airport-Travel to Terrace-<br>On BC Service Tour P/U Car rental<br>Oct 27-Traveling through BC on Tour-Stayed<br>s.15 in Prince Rupert<br>Oct.28-Drop off Car Rental after traveling to<br>airport-Prince Rupert-YVR<br>Oct-29-Taxi home from YYJ<br>Oct.31-CITZ Halloween event drive to and<br>from 4000 Seymour<br>11/01 Taxi, In-town (submitted on TV #E130156, recalled<br>11/07 9 kms & parking In-town (submitted on TV#E130156, recalled |

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**From:** [Janke, Debra FIN:EX](#)  
**To:** [Gervais, Dominique CITZ:EX](#)  
**Subject:** E130159 Shannon Russell  
**Date:** November 27, 2018 2:22:00 PM

---

Hi Dominique,

For auditing purposes, please email the applicable air invoices.

The National Car Rental agreement indicates that an SUV was rented (class I) . Per policy, car rentals over mid size (class F) require a brief explanation ie: weather conditions, off road travel etc. Please provide.

The **s.15** are not listed on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio's with "Hotel approved" and email signed copies.

Thanks.

Debra

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

**From:** Janke, Debra FIN:EX  
**To:** Gervais, Dominique CITZ:EX  
**Subject:** E130156 Shannon Russell  
**Date:** November 28, 2018 8:19:00 AM

---

Hi Dominique,

This claim for in-town taxi's should not have been completed on a separate travel claim. Travel Claims are completed when the employee is on travel status (32 kms away from Headquarters). Please recall TV#E130156 and I will add to TV#E130159 as it has in town taxis already included with the other travel. For future reference, please complete a Reimbursement Claim form for In-Town taxi's/parking. I have attached the link for your convenience.

[http://gww.fin.gov.bc.ca/gws/camss/MOSS/files/Forms/007\\_Reimbursement\\_Claim\\_for\\_Non-Payroll.doc](http://gww.fin.gov.bc.ca/gws/camss/MOSS/files/Forms/007_Reimbursement_Claim_for_Non-Payroll.doc)

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

ROBBINS PARKING -142  
1102 FORT STREET  
VICTORIA BC

parking for  
CSI Lab tour

stop: 6501

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/10/19 ✓  
TIME 0936 10:51:24  
RECEIPT NUMBER  
C84114973-001-696-010-0

PURCHASE  
TOTAL

**\$10.00**

MasterCard  
A0000000041010  
F86514088DFBD297  
0000008000-E800  
C2EC6F1C15FEDC82

**APPROVED**

AUTH# 135124 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240037

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

10-25-2018 ☒ 20:29:42  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: SHANNON RUSSELL  
A0000000041010 MasterCard

Operator: 137  
Trace # 5494  
Inv. # 137  
Auth # 232942 RRN 001458005

Total

\$65.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

taxi to YYJ airport  
stop: 6501

5701

RICHMOND TOLL ROAD  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20122371  
QB2012237401

**SALE**

10-25-2018 ✓ 22:54:35  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: RUSSELL/SHANNON.  
A0000000041010  
MasterCard

Trace # 330006 Operator 286  
Inv. # 286  
Auth # 015435 RRN 001234006  
Sale \$20.00

**TOTAL**

**\$20.00**

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

Retain this copy for your  
records  
Customer copy

taxi from YVR airport  
to hotel  
Stop: 5701

RICHMOND TAXI #93  
2440 SHELL RD V6X2P1  
RICHMOND BC  
21 1226.0  
QB2012263001

taxi to YVR airport.  
stop: 5701

**SALE**

10-26-2018 ✓ | 06:30:39  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: RUSSELL/SHANNON  
A0000000041010  
MasterCard

Trace # 440002 Operator 193  
Inv # 193  
Auth # 093039 RRN 001245002

Sale \$15.00

**TOTAL**

**\$15.00**

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

Retain this copy for your  
records  
Customer copy

GOVT BC  
Ms Shannon Russell ✓  
Canada

Room: s.15  
Folio: s.22  
Cashier: 407  
Arrival: 10-25-18  
Departure: 10-26-18  
Reference:

| Date       | Description               | Additional Information       | Charges | Credits |
|------------|---------------------------|------------------------------|---------|---------|
| ✓ 10-25-18 | Room Charge               | CSA approved single rate, ok | 139.00  |         |
| 10-25-18   | Room GST                  |                              | 7.02    |         |
| 10-25-18   | Provincial Room Tax       |                              | 11.23   |         |
| 10-25-18   | Municipal Room Tax        |                              | 4.21    |         |
| 10-25-18   | Destination Marketing Fee |                              | 1.39    |         |
| 10-26-18   | Mastercard                | XXXXXXXXXXXX s.17            | XX/XX   | 162.85  |

| GST Summary s.15 |             |
|------------------|-------------|
| Registration No  |             |
| Room             | 7.02        |
| F&B              | 0.00        |
| Other            | 0.00        |
| <b>Total</b>     | <b>7.02</b> |

| PST Summary  |              |
|--------------|--------------|
| Room         | 11.23        |
| F&B          | 0.00         |
| Other        | 0.00         |
| <b>Total</b> | <b>11.23</b> |

|                    |          |               |
|--------------------|----------|---------------|
| <b>Total</b>       | 162.85   | <b>162.85</b> |
| <b>Balance Due</b> | 0.00 CDN | ✓             |

Stob;  
5702

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

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

s.15

Account: s.22

Date: 10/27/18

Room: s.15

Arrival Date: 10/26/18

Departure Date: 10/27/18

Check In Time: 10/26/18 10:13 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: gm

**Total Balance Due: 0.00**

RUSSELL, Shannon ✓

s.22

| Post Date  | Description          | Comment               | Amount   |
|------------|----------------------|-----------------------|----------|
| ✓ 10/26/18 | Room Charge          | s.15 RUSSELL, Shannon | 121.50   |
| 10/26/18   | Goods & Services Tax |                       | 6.08     |
| 10/26/18   | Hospitality Tax      |                       | 9.72     |
| 10/27/18   | Master Card          |                       | (137.30) |
|            |                      | XXXXXXXXXXXX;s.17     |          |

**Folio Summary 10/26/18 - 10/27/18**

|                      |          |
|----------------------|----------|
| Room Charge          | 121.50   |
| Goods & Services Tax | 6.08     |
| Hospitality Tax      | 9.72     |
| Master Card          | (137.30) |

Balance Due: 0.00 ✓

s.15

stab: 5702



National Car Rental LISTED ON THE CSA, ok

RA # s.22

Bill Ref# s.22

Renter Name SHANNON RUSSELL ✓  
s.22

GST/HST 104877618

PROVINCIAL GOVERNMENT OF BC ✓  
Contract ID

Rental Location  
SMITHERS ARPT ✓  
SMITHERS AIRPORT  
SMITHERS

26-OCT-2018 08:56 AM

BC VOJ2N0

Phone (250)8472216

| Charges                            | No  | Unit   | Price/Unit | Amount    |
|------------------------------------|-----|--------|------------|-----------|
| TIME & DISTANCE                    | 3   | Days   | 87.00      | 261.00 *  |
| EXTRA MILES/KM - TIME & DISTANCE   | 371 | M/Kms  | 0.50 ✓     | 185.50 *  |
| DROP CHARGE                        | 1   | Rental | 158.85     | 158.85 *  |
| INCORRECT PRODUCT CODE RATE-CR     |     | Rental | -185.50    | -185.50 * |
| FUEL SERVICE OPTION                | 1   | Rental | 61.95      | 61.95 *   |
| CONCESSION RECOUP FEE 10 PCT       |     |        | 237.27     | 0.00 *    |
| CONCESSION RECOUP FEE 10 PCT       |     |        | 158.85     | 15.89 *   |
| PROV VEHICLE RENTAL TAX \$1.50/DAY | 3   | Days   | 1.50       | 4.50 *    |
| VEHICLE LICENSE RECOUP 3.99/DAY    | 3   | Days   |            | 0.00 *    |
| PROVINCIAL SALES TAX @7.000 %      |     |        | 435.74     | 30.50     |
| GOODS AND SERVICES TAX @5.000 %    |     |        | 502.19     | 25.11     |

Return Location  
PRINCE RUPERT ARPT ✓  
106-815 1ST AVE W  
PRINCE RUPERT

28-OCT-2018 04:54 PM

BC V8J1B3

Phone (250)624 5318

Vehicle # YXTS8020  
Model SANTAFESPT  
Class Driven SFAR  
Class Charge IFAR  
License# ET279M  
State/Province BRITISH COLUMBIA  
M/Kms Driven 371  
M/Kms Out 34692 ✓  
M/Kms In 35063

Rate Info

stop:  
5702

#### Messages

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is s.22

#### Total Charges

CAD 557.80

#### Payments

Master Card s.17  
AUTH: 122152 26-OCT-2018 804.20  
Master Card s.17 ✓  
CREDIT: 31-OCT-2018

Payment -786.34  
Refund 228.54

Customer Service Number 1-800-468-3334

THIS INVOICE REPLACES INVOICE: s.17  
Emerald Club rental credits will be posted within 24 hours

Amount Due

CAD 0.00



|   |  |   |  |   |  |
|---|--|---|--|---|--|
| <b>RA #s.22</b><br><b>SHANNON RUSSELL</b><br>VICTORIA, BCs.22                                   |  | <b>RES #s.22</b><br><b>ACCOUNT</b> PROVINCIAL<br>GOVERNMENT OF BC<br><b>EXT REF #</b> |  | <b>EC #s.17</b><br><b>FT #</b>  |  |
| <b>RENTAL LOCATION</b><br>SMITHERS ARPT (250)8472216<br>SMITHERS AIRPORT<br>SMITHERS, BC V0J2N0 |  | <b>RENTAL DATE</b><br>26-OCT-2018<br><b>RENTAL TIME</b><br>08:56 AM                   |  | <b>RETURN LOCATION</b><br>PRINCE RUPERT ARPT (250)624 5318<br>106-815 1ST AVE W<br>PRINCE RUPERT, BC V8J1B3 |  |
|   |  |   |  | <b>RETURN DATE</b><br>28-OCT-2018<br><b>RETURN TIME</b><br>08:10 PM   |  |

|  |  |   |  |
|--|--|---|--|
| <b>RATE RULES AND QUALIFICATIONS INITIAL X</b><br>SCTY 3614638<br>One Way Rate<br>Monthly Charge up to 31 days |  | <b>VEHICLE INFORMATION</b><br>RESERVED INTERMEDIATE SUV AUTO A/C<br>DRIVEN STANDARD SIZE SPORT/UTILITY<br>CHARGED INTERMEDIATE SUV AUTO A/C<br>MAKE HYUNDAI<br>MODEL SANTAFESPT<br>COLOR GRAY MED<br>ODOMETER 34692<br>PLATE ET279M<br>REG AREA BC<br>VEHICLE # YXTS8020<br>BAY R4<br>STALL |  |
|--|--|---|--|

| CHARGES                                 | UNIT     | PRICE/UNIT | CURRENT CHARGE |
|---|----------|------------|----------------|
| RENTER'S RESPONSIBILITY                 |          |            |                |
| * TIME & DISTANCE                       | MONTH    | 2088.00 X  | 0.00           |
| * TIME & DISTANCE                       | WEEK     | 517.65 X   | 0.00           |
| * TIME & DISTANCE                       | Day      | 87.00 X 3  | 261.00         |
| * TIME & DISTANCE                       | Hour     | 43.50 X    | 0.00           |
| * EXTRA - TIME & DISTANCE               | Hour     | 43.50 X    | 0.00           |
| * EXTRA - TIME & DISTANCE               | Day      | 87.00 X    | 0.00           |
| * EXTRA MILES/KM - TIME & DISTANCE      | M/KM     | 0.50 X 400 | 200.00         |
| * DROP CHARGE                           | Rental   | 158.85 X 1 | 158.85         |
| * FUEL SERVICE OPTION                   | Rental   | 61.95 X 1  | 61.95          |
| * CONCESSION RECOUP FEE 10 PCT @ 10.00% |          |            | 35.89          |
| * PROV VEHICLE RENTAL TAX \$1.50/DAY    | Day      |            | 4.50           |
| * VEHICLE LICENSE RECOUP 3.99/DAY       | Day      |            | INCLUDED       |
| PROVINCIAL SALES TAX                    | Percenta | 0.00 X     | 45.90          |
| GOODS AND SERVICES TAX 5.00%            |          |            | 36.11          |

*\$228.54 credited  
Oct 31, 2018*

#### ESTIMATED CHARGES

804.20 **INITIAL X**

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

#### PAYMENTS

MASTERCARDs.17 Auth #

I DECLINE OPTIONAL LOSS DAMAGE WAIVER. X

I RECOGNIZE THAT MY INSURANCE POLICY WILL BE PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM THE RENTER. X

I CHOOSE THE OPTIONAL FUEL SERVICE OPTION AT THE START OF THE RENTAL. I UNDERSTAND THE CHARGE FOR THE FUEL SERVICE OPTION SHOWN ABOVE IS AN ESTIMATE BASED UPON A PER LITER RATE OF 0.94 MULTIPLIED TIMES THE AVERAGE FUEL TANK CAPACITY FOR THE VEHICLES IN THE CAR CLASS BEING RENTED. I ALSO UNDERSTAND MY ACTUAL CHARGE FOR THE FUEL SERVICE OPTION MAY VARY DEPENDING UPON THE ACTUAL FUEL TANK CAPACITY OF THE ACTUAL VEHICLE I RENT. X

I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS AGREEMENT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON.

RA #s.22

PAGE 1 OF 2

s.15

Shannon<sup>s.22</sup> Russell ✓

Page # 1  
 Res. # s.22  
 Checked in Sat Oct 27/18 - 4:36pm  
 Checked out Sun Oct 28/18 - 11:50am  
 Nights 1  
 Room Rate 115.00  
 Room s.15

| Date                   | Description                    | Reference | Charges | Credits |
|------------------------|--------------------------------|-----------|---------|---------|
| ✓ Oct27                | Provincial Government British  |           | 115.00  |         |
| Oct27                  | Municipal and Regional Distric |           | 2.30    |         |
| Oct27                  | Goods & Services Tax           |           | 5.75    |         |
| Oct27                  | Hotel Room Provincial Sales Ta |           | 9.20    |         |
| Oct28                  | Master Card- Than auth #193611 | *****s.17 |         | 132.25  |
| Total Outstanding 0.00 |                                |           | 132.25  | 132.25  |

Thank you for staying with us  
 Please call s.15 for your next reservation

s.15

Stop? 5702

Charge Summary:  
 Master Card- Thank you -132.25  
 Goods & Services Tax 5.75  
 Municipal and Regional Di 2.30  
 Room Charges - Government 115.00  
 Hotel Room Provincial Sal 9.20

YELLOW CAB  
HARD STREET VICTORIA  
VICTORIA BC  
21852400  
GH2185240057

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

10-29-2018 ✓ 00:24:05  
Acct # \*\*\*\*\*s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: SHANNON RUSSELL  
\*\*\*\*\*41010 Master Card

Operator: 157  
Trace # 4744  
Inv. # 847  
Auth # 032405 RRN 001498003

Total

\$73.00

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

Retain this copy for your  
records  
Customer copy

11lowcabvictoria.ca  
250-381-2222

taxi from 44J→  
home

stop: 6501

5702

THANK YOU  
WESTPARK - THANK YOU  
RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT

WestPark Lot 702  
4000 SEYMOUR

THIS IS YOUR RECEIPT  
Meter: Lot 702  
Trans: 008939  
Paid: \$2.00  
Purchase Time:  
11:52AM OCT 31 2018  
License plate:  
s.22

Card: \*\*\*\*\*s.17 ✓  
Auth: 145310  
Expires:  
OCT 31 ✓  
3:52PM

parking at  
4000 seymour  
building  
stop: 6601



ADDED TO TVE130159; EMAILED MO ON NOV 28/18 REQUESTING THAT E130156 BE RECALLED. ATTACHED

## Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130156

**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><br>Russell, Shannon   |                             |  | <b>Employee ID</b><br>s.22                       |                                 |                               | <b>Phone Number</b><br>(250) 387-9699    |                                  |                       |                           |                                    |                                |
| <b>Client Organization</b><br>Citizens' Services  |                             |  | <b>Job Title</b><br>Senior Ministerial Assistant |                                 |                               | <b>Travel Group Code</b><br>3            |                                  |                       |                           |                                    |                                |
| <b>5. Date Completed</b><br>2018/11/23  |                             | <b>6. Fiscal Year</b><br>2019                      |  | <b>7. Special Cheque Issue</b>  |                               | <b>8. Cheque Stub Information</b>        |                                  |                       |                           |                                    |                                |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial Duties |  |                                 |                               | <b>Headquarters</b><br>Victoria          |                                  |                       |                           |                                    |                                |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2  |                             |  |  |                                 |                               |  |                                  |                       |                           |                                    |                                |
| <b>16. Travel Dates</b><br>2018<br>11/01<br>11/07   | <b>17. Places Travelled</b> |  |  | <b>18. Personal Vehicle Use</b> |                               | <b>19. Other Transport Costs</b><br>7.00 | <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>                |
|   | Taxi to event               | 1200   | 1300   |                                 | 0.00                          |  |                                  | 0.00                  |                           |                                    |                                |
|   | Event at Seymour            | 0745   | 0900   | 9                               | 4.86                          |  |                                  | 0.00                  |                           | 1.00                               | Parking                        |
| <b>TOTALS OF COLUMNS</b>  |                             |  |  |                                 | <b>36.</b><br>\$ 4.86         | <b>37.</b><br>\$ 7.00                    |                                  | <b>38.</b><br>\$ 0.00 | <b>39.</b><br>\$ 0.00     | <b>40.</b><br>\$ 1.00              | <b>Claim Total</b><br>\$ 12.86 |
| <b>48. Client Code</b><br>112<br>112<br>112<br>112  | <b>49. Resp.</b><br>32805   | <b>50. Service Line</b><br>34610                   |  | <b>51. STOB</b><br>6501         | <b>52. Project</b><br>3200000 |  | <b>45. Supplier Code</b><br>s.22 |                       | <b>Amount</b><br>\$ 12.86 |                                    |                                |
| <b>Less Travel Advance</b><br>112   |                             |  |  |                                 |                               |  |                                  |                       |                           |                                    |                                |
|   |                             |  |  |                                 |                               |  |                                  |                       |                           | <b>54.</b><br>\$ 12.86             |                                |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |  |  |                                 |                               |  |                                  |                       |                           |                                    |                                |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br>- 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><br>- 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) E130156 for Russell, Shannon**

4 audit trail record(s) returned.

| Date/Time           | Who   | On Behalf Of                                  | Action    | Next To Act                                   |
|---------------------|---|---|-----------|---|
| 2018/11/23 15:16:18 | Gervais, Dominique<br>(IDIR\DGGERVAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Saved     | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |
| 2018/11/23 15:18:42 | Gervais, Dominique<br>(IDIR\DGGERVAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Notified  | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |
| 2018/11/26 10:01:19 | Russell, Shannon<br>(IDIR\SHANRUSS)<br>Shannon.Russell@gov.bc.ca      |   | Initiated | Sims, Jinny<br>Jinny.Sims@gov.bc.ca           |
| 2018/11/26 10:45:42 | Sims, Jinny<br>(IDIR\JSIMS)<br>Jinny.Sims@gov.bc.ca                   |   | Approved  | FSA MIN OFF, FIN<br>FINFSAMINOFF@gov.bc.ca    |

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**Notes for Travel Voucher (Restricted Use) E130156 for Russell, Shannon**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2018/11/23 15:16:18 | Gervais, Dominique<br>(IDIR\DGGERVAIS)<br>Dominique.Gervais@gov.bc.ca | Nov.1- Taxi to event<br>Nov.7-Drove from Legislative - 4000<br>Seymour building for event - parked - Drove<br>back to Legislative building |

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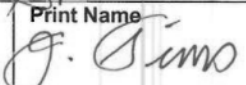
## Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130156

**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><br>Russell, Shannon<br><b>Client Organization</b><br>Citizens' Services   |   |                                     |  | <b>Employee ID</b><br>s.22<br><b>Job Title</b><br>Senior Ministerial Assistant |       |                                   |               | <b>Phone Number</b><br>(250) 387-9699<br><b>Travel Group Code</b><br>3                                    |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|---|---|-------------------------------------|--|--|-------|-----------------------------------|---------------|---|-----------------------------------|--|------|----------------------------------|--|------------------------|----|--------------------------------|---|------|--|------|--|--|---|--|-------|------|--|------|--|------|------------------------------------|--|--|--|------|----------|------|---------|
| <b>5. Date Completed</b><br>2018/11/23  |   |                                     | <b>6. Fiscal Year</b><br>2019                      |  |       | <b>7. Special Cheque Issue</b>    |               |   | <b>8. Cheque Stub Information</b> |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>Type of Travel</b><br>In Province  |   |                                     | <b>14. Reason for Travel</b><br>Ministerial Duties |  |       |                                   |               |   | <b>Headquarters</b><br>Victoria   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2  |   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>16.</b><br><b>Travel Dates</b><br>2018<br>11/01<br>11/07   | <b>17.</b><br><b>Places Travelled</b><br><table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Taxi to event</td> <td>1200</td> <td>1300</td> </tr> <tr> <td>Event at Seymour</td> <td>0745</td> <td>0900</td> </tr> </tbody> </table> |                                     |  | Destination  | Start | End                               | Taxi to event | 1200  | 1300                              | Event at Seymour                           | 0745 | 0900                             | <b>18.</b><br><b>Personal Vehicle Use</b><br><table border="1"> <thead> <tr> <th>Km</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>0.00</td> </tr> <tr> <td></td> <td>4.86</td> </tr> </tbody> </table> |                        | Km | Cost                           | 9 | 0.00 |  | 4.86 | <b>19.</b><br><b>Other Transport Costs</b><br>7.00 |  | <b>20. &amp; 21.</b><br><b>Meals</b><br><table border="1"> <thead> <tr> <th>Claim</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </tbody> </table> |  | Claim | Cost |  | 0.00 |  | 0.00 | <b>22.</b><br><b>Lodging Costs</b> |  | <b>20. &amp; 21.</b><br><b>Miscellaneous</b><br><table border="1"> <thead> <tr> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>1.00</td> <td>Parking</td> </tr> </tbody> </table> |  | Cost | Describe | 1.00 | Parking |
|   |   |                                     |  | Destination  | Start | End                               |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  | Taxi to event  | 1200  | 1300                              |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  | Event at Seymour   | 0745  | 0900                              |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| Km  | Cost  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| 9   | 0.00  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   | 4.86  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| Claim   | Cost  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   | 0.00  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   | 0.00  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| Cost  | Describe  |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| 1.00  | Parking   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>TOTALS OF COLUMNS</b>  |   |                                     |  |  |       | <b>36.</b><br>\$ 4.86             |               | <b>37.</b><br>\$ 7.00   |                                   | <b>38.</b><br>\$ 0.00                      |      | <b>39.</b><br>\$ 0.00            |  | <b>40.</b><br>\$ 1.00  |    | <b>Claim Total</b><br>\$ 12.86 |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>48.</b><br><b>Client Code</b><br>112<br>112<br>112<br>112  |   | <b>49.</b><br><b>Resp.</b><br>32805 |  | <b>50.</b><br><b>Service Line</b><br>34610                                     |       | <b>51.</b><br><b>STOB</b><br>6501 |               | <b>52.</b><br><b>Project</b><br>3200000   |                                   | <b>45.</b><br><b>Supplier Code</b><br>s.22 |      | <b>Amount</b><br>\$ 12.86        |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>Less Travel Advance</b><br>112   |   |                                     |  |  |       |                                   |               |   |                                   |  |      |                                  |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
|   |   |                                     |  |  |       |                                   |               |   |                                   |  |      | <b>AMOUNT DUE TO EMPLOYEE</b>    |  | <b>54.</b><br>\$ 12.86 |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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><br> |                                   |  |      | <b>Date Signed</b><br>2018.11.23 |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |   |                                     |  |  |       |                                   |               | <b>Print Name</b><br> |                                   |  |      | <b>Date Signed</b><br>2018.11.26 |  |                        |    |                                |   |      |  |      |  |  |   |  |       |      |  |      |  |      |                                    |  |  |  |      |          |      |         |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- 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) E130156 for Russell, Shannon

1 audit trail record(s) returned.

| Date/Time           | Who   | On Behalf Of                                  | Action | Next To Act                                   |
|---------------------|---|---|--------|---|
| 2018/11/23 15:16:18 | Gervais, Dominique<br>(IDIR\DGERSVAIS)<br>Dominique.Gervais@gov.bc.ca | Russell, Shannon<br>Shannon.Russell@gov.bc.ca | Saved  | Russell, Shannon<br>Shannon.Russell@gov.bc.ca |

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## Notes for Travel Voucher (Restricted Use) E130156 for Russell, Shannon

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2018/11/23 15:16:18 | Gervais, Dominique<br>(IDIR\DGVERVAIS)<br>Dominique.Gervais@gov.bc.ca | Nov.1- Taxi to event<br>Nov.7-Drove from Legislative - 4000<br>Seymour building for event - parked - Drove<br>back to Legislative building |

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YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240040

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

11-01-2018 18:19:48  
Acct # \*\*\*\*\*s.17 C  
Card Type MC  
Name: SHANNON RUSSELL  
A0000000041010 MasterCard

Operator: 040  
Trace # 661  
Inv. # 140  
Auth # 211947 RRN 001734005

Total \$7.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

taxi to Event

Stop: 6501

THANK YOU  
WESTPARK - THANK YOU  
WESTPARK - THANK YOU

WestPark Lot 702  
4000 SEYMOUR

THIS IS YOUR RECEIPT  
Meter: Lot 702  
Trans: 009329  
Paid: \$1.00  
Purchase Time:  
8:24AM NOV 07, 2018  
License plate:  
s.22

Card: \*\*\*\*\*s.17  
Auth: 112552

Expires:  
NOV 07  
10:24AM

PARKING RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT

4.3kms Drive Leg → 4000 Seymour

4.3kms Drive 4000 Seymour → Leg

parking at  
→ Seymour building  
Stop: 6501