



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130306

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

Name Gardea, Daniela				Employee ID s.22		Phone Number (778) 677-4304	
Client Organization Municipal Affairs and Housing				Job Title Ministerial Assistant		Travel Group Code 4	
5. Date Completed 2018/12/18		6. Fiscal Year 2019		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel meetings				Headquarters Victoria	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2018							
12/12	Vic - V an (FERRY)	1900	2359	69	37.26	✓ 74.70	
12/13	Van - New West	0800	2359	49	26.46	✓ 12.00	25.75
12/15	Van - Vic (HA)	0700	1000		0.00	✓ 176.10	
TOTALS OF COLUMNS				36. \$ 63.72	37. \$ 262.80	38. \$ 25.75	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 352.27		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
060	51057	54000	5701	5100000	s.22		\$ 352.27 -- s.22
060	51057	54000	6501	5100000			
060							
Less Travel Advance							
060							
AMOUNT DUE TO EMPLOYEE							54. \$ 352.27
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

Audit Trail for Travel Voucher (Restricted Use) E130306 for Gardea, Daniela

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/18 09:30:53	Grant, Lisa (IDIR\ISGRANT) Lisa.Grant@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/01/07 11:18:42	Gardea, Daniela (IDIR\DGARDEA) Daniela.Gardea@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/01/07 11:19:45	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130306 for Gardea, Daniela

1 note(s) returned.

Created On	Author	Note
2018/12/18 09:30:53	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	12/12 - Vic - Van drove personal vehicle, ferry 12/13 - Van - New Westminster drove personal vehicle, parking, half day per diem stayed in Van for personal reasons 12/15 - Van - Vic harbour air flight paid for by MA, taxis

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Swartz Bay
To
Tsawwassen

Suite 500 1375 Blanshard Highway
Victoria BC Canada V8W 0B7

LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/12 ✓

20'	Undersize Vehi	57.50
1	Adult	17.20

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

Master Card

*****s.17 74.70 ✓

AUTH 233744 66277637 0010013700 S

01 APPROVED - THANK YOU 027

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

CARDHOLDER COPY

SWB 12 Dec 2018 20:37:44



1005035 176989
86026

SEE REVERSE SIDE OF TICKET

RECEIPT
Advanced Parking Systems
Lot 9152

Stall # 104

Expiration Date/Time

11:17 AM

DEC 13, 2018 ✓

Purchase Date/Time: 09:17am Dec 13, 2018
Total Due: \$12.00 Rate: \$12.00 - 2 Hours
Total Paid: \$12.00 ✓ Pmt Type: CC (Swipe)
Ticket #: 00047605
S/N #: 300011220172
Setting: APS Lot 9152-P1
Mach Name: Meter 1

#***^{s.17} MasterCard ✓

Auth #: 121857

Your Receipt,
Thank You.

Harbour Air Seaplanes

PAID FOR ON PERSONAL CC

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
2018-12-15 7:37:19 AM
GST: 84295 5858 RT0001

C U S T O M E R C O P Y

Booking #s.17

Daniela Gardea
Saturday, December 15, 2018 ✓
1 Passenger(s)

Flight #205
Departs 08:00 @ Vancouver Harbour
Arrives 08:35 @ Victoria Harbour

Group list:
o Gardea, Daniela

Invoice #: s.17

1x All Skeds - Baggage : Chec \$0.00 CDN
1x Sked 200 : Carbon Offset \$0.65 CDN
1x Sked 200 : VHFC Terminal \$9.86 CDN
1x Sked 200/300 : (Np) GO F \$140.92 CDN

Goods and Services Tax \$7.57 GST

Grand Total \$159.00 CDN

Payment Information:

Master Card \$159.00 CDN ✓

Date/Time 2018-12-15 7:37:15 AM
Station H029HCS06
Terminal ID H029HCS06
Action Purchase/Telephone
Card Type M/C
Card Number **** * s.17 H ✓
Amount \$159.00
Authorization RC3715
Trace Number 347001001003
Response 00 001/APPROVED 10/3/15

C U S T O M E R C O P Y

Free WiFi Password: harbour199

DUPLICATE

VICTORIA TAXI # 21
2925 DOUGLAS ST
VICTORIA BC

DUPLICATE

CARDs.17
CARD TYPE MASTERCARD
DATE 2018/12/15 ✓
TIME 7973 09:01:54
RECEIPT NUMBER
C85026279-001-001-799-0

PURCHASE
TOTAL

\$7.00 ✓

MasterCard
A0000000041010
537C3F66E808A260
0000008000-E800
175B37F7EB714DAE

APPROVED

AUTH# 120154 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

DUPLICATE

BLACKTOP & CHECKER
CABS#69
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD s.17 ✓
CARD TYPE MASTERCARD
DATE 2018/12/15
TIME 8406 07:33:09
CLERK ID 1
RECEIPT NUMBER
C85040446-001-842-002-0

PURCHASE
TOTAL

\$10.10 ✓

MasterCard
A0000000041010
8F1ABC5B49BC1424
0000008000-E800
AA2369AC7DAAA8D0

APPROVED

AUTH# 103309 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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DUPLICATE



Control No.

E130252

Name	Employee ID	Phone Number
Infante, James	s.22	(778) 679-4931
Client Organization	Job Title	Travel Group Code
Social Development and Poverty Reduction	Ministerial Assistant	3

5. Date Completed 2018/12/11				6. Fiscal Year 2019		7. Special Cheque Issue				8. Cheque Stub Information			
Type of Travel In Province				14. Reason for Travel Meeting				Headquarters Minister's Office					
12. Mailing Address for Cheque 52 San Jose Ave. Victoria, BC V8V 2C2													
16. Travel Dates 2018 12/06 12/07 12/08	17. Places Travelled Destination Start End Vic-Van (HA) 1500 2359 Van 0800 2359 Van-Vic (HJ) 0800 1500			18. Personal Vehicle Use Km Cost 0.00 0.00 0.00		19. Other Transport Costs	20. & 21. Meals Claim Cost F-BL 30.50 F-L 41.00 F-D 33.25		22. Lodging Costs 31.65 31.65	20. & 21. Miscellaneous Cost Describe ✓ 50.00 Taxi			
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00	38. \$ 104.75		39. \$ 63.30	40. \$ 50.00	Claim Total \$ 218.05		
48. Client Code 031 031 031 031		49. Resp. 51384 46001	50. Service Line 54006 48000		51. STOB 5701	52. Project 5188888 4600000		45. Supplier Code s.22		Amount \$ 218.05			
Less Travel Advance 031													
						AMOUNT DUE TO EMPLOYEE				54. \$ 218.05			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed				

Audit Trail for Travel Voucher (Restricted Use) E130252 for Infante, James

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/11 16:59:52	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	Squance, Leah Leah.Squance@gov.bc.ca
2018/12/11 17:26:32	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130252 for Infante, James

1 note(s) returned.

Created On	Author	Note
2018/12/11 16:59:52	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca	12/06- Took a taxi to the helijet flight booked on the office card, boarded flight, took a taxi to personal lodging. 12/07- Attended Meeting with Minister in Vancouver. 12/08- Left in the morning for a helijet flight back to Victoria.

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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17 ✓
CARD TYPE VISA
DATE 2018/12/06
TIME 9876 17:46:38
CLERK ID 1
INVOICE # 9181
RECEIPT NUMBER
H85061488-001-379-001-0

PURCHASE
TOTAL

\$40.00 ✓

VISA CREDIT
A0000000031010
4FFCB2BD68AD75BA
0000000000-

APPROVED

AUTH# 091511 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #14
2612 QUADRA ST
VICTORIA BC

CARD *****s.17 ✓
CARD TYPE VISA
DATE 2018/12/06
TIME 5039 15:50:04
RECEIPT NUMBER
H85006167-001-293-007-0

PURCHASE
TOTAL

\$10.00 ✓

VISA CREDIT
A0000000031010
D71D3221947A1685
0000000000-

APPROVED

AUTH# 001441 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

From: passengerservices@helijet.com
To: McKnight, Valerie SDPR:EX
Subject: Thank you for choosing to take off with Helijet!
Date: December 6, 2018 3:52:15 PM

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	James Infante
Company	Ministry Of Social Development

Booking s.22

Thursday, December 6, 2018

724

16:20 Victoria Harbour (Downtown)

16:55 Vancouver Harbour
(Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare
James Infante, Male

[Add to Calendar](#)

Invoice #360709

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	December 6, 2018 @ 3:51:41 PM
-------------	-------------------------------

Summary	s.17
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Expiration	
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Authorization	185140
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Fully Changeable / Refundable up to 5pm the day prior to departure.

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

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

Passenger Check-in:

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

Changes/Cancellations & No Show Penalty:

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

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

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

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.

From: passengerservices@helijet.com
To: McKnight, Valerie SDPR:EX
Subject: Thank you for choosing to take off with Helijet!
Date: December 8, 2018 7:57:12 AM

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	James Infante
Company	Ministry Of Social Development

Booking s.22

Saturday, December 8, 2018

781

08:00 Vancouver Harbour
(Downtown)

08:35 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Off-Peak
James Infante, Male

[Add to Calendar](#)

Invoice #360451

FARE-YWH-OffPeak_2018	\$219.05
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+ GST	\$10.95
-------	---------

Billing	\$219.05
---------	----------

Taxes	\$10.95
-------	---------

Grand Total	\$230.00
--------------------	-----------------

Mastercard	\$230.00
------------	----------

Date / Time	December 8, 2018 @ 7:35:09 AM
-------------	-------------------------------

Summary	s.17
---------	------

Expiration	
------------	--

Authorization	103507
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Fully Changeable / Refundable up to 5pm the day prior to departure.

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

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

Passenger Check-in:

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

Changes/Cancellations & No Show Penalty:

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

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

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130231

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

Name Ranjan, Ramesh				Employee ID s.22		Phone Number (604) 220-5303					
Client Organization Jobs, Trade and Technology				Job Title -Executive Assistant- MA		Travel Group Code 3					
5. Date Completed 2018/12/10		6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Ministerial support				Headquarters Victoria					
12. Mailing Address for Cheque 151-501 Belleville Street Victoria, BC V8W 9E2											
16. Travel Dates 2018 11/29 12/02	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	Vic- Vancouver (Ferry) Van- Victoria (Ferry)	1830 1200	2045 1445		0.00 0.00	91.70 74.70	F-BL	30.50 0.00			
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 166.40		38. \$ 30.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 196.90	
48. Client Code 126 125 125 125	49. Resp. 51384	50. Service Line 54006	51. STOB 5701	52. Project 5188888	45. Supplier Code s.22		Amount \$ 196.90				
Less Travel Advance 125											
										54. \$ 196.90	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E130231 for Ranjan, Ramesh

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/10 13:16:59	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Saved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/12/11 14:14:28	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2018/12/11 14:25:46	Ranjan, Ramesh (IDIR\RRANJAN) Ramesh.Ranjan@gov.bc.ca		Approved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2018/12/11 15:38:50	Newhook, Kelly (IDIR\KNEWHOOK) Kelly.Newhook@gov.bc.ca		Approved	Laird, Patricia S. Patricia.Laird@gov.bc.ca
2018/12/11 15:43:30	Laird, Patricia S. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca		Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130231 for Ranjan, Ramesh

1 note(s) returned.

Created On	Author	Note
2018/12/11 14:14:28	Dunn, Noreen (IDIR\NORDUNN) Noreen.Dunn@gov.bc.ca	Nov. 29, 2018 Ferry from Victoria to Vancouver to attend the Chinese Canadian Museum Working Group meeting at the Vancouver Cabinet Office on Dec. 1. Dec. 2, 2018 Ferry from Vancouver back to Victoria

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Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/29
RESERVATION-R1900
CONF: B181750235
RES: 1

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	91.70
Prepayment	17.00
Visa	
*****s.17	74.70
AUTH 057258 66277643 0010012320 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 29 Nov 2018 18:08:57



1005017 154462

SEE REVERSE SIDE OF TICKET

To
Swartz Bay



LANE 39

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/02

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
Visa	
*****s.17	74.70
AUTH 074219 66277656 0010012560 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 02 Dec 2018 12:22:47



1007084 741316

SEE REVERSE SIDE OF TICKET

E130231



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130366

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

Name Sanderson, Melanie s				Employee ID s.22				Phone Number s.22																																																																																																			
Client Organization Transportation and Infrastructure				Job Title Ministerial Assistant				Travel Group Code 2																																																																																																			
5. Date Completed 2019/01/08			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information																																																																																																			
Type of Travel In Province			14. Reason for Travel Ministerial Meetings					Headquarters Victoria																																																																																																			
12. Mailing Address for Cheque																																																																																																											
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							Print Name			Date Signed																																																																																																	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							Print Name			Date Signed																																																																																																	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.							Print Name			Date Signed																																																																																																	

Audit Trail for Travel Voucher (Restricted Use) E130366 for Sanderson, Melanie S.

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/08 09:48:53	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca
2019/01/08 10:06:10	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca
2019/01/14 12:40:19	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca
2019/01/14 12:46:13	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca
2019/01/14 13:28:32	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca
2019/01/14 13:33:57	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie S. Melanie.Sanderson@gov.bc.ca
2019/01/14 13:34:08	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie S Melanie.Sanderson@gov.bc.ca
2019/02/14 16:36:11	Sanderson, Melanie S (IDIR\MESANDER) Melanie.Sanderson@gov.bc.ca		Approved	Beale, William William.Beale@gov.bc.ca
2019/03/08 09:10:27	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130366 for Sanderson, Melanie J.

2 note(s) returned.

Created On	Author	Note
2019/01/14 12:46:13	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Changes Made 2019/01/14: 12/05 - Deducted 6.77 from ferry charge for a reduce total from S.22 to \$74.70 12/05 - Added lodging charge, cost above allowed by CSA, pending Minister Trevena's sign off 12/06 - Lodging charge changed and reduced to parking fee from \$113.29 to \$46.69 12/08 - Date changed from 12/09 due to incorrect receipt documented of \$17.20, correct receipt and charge added at \$74.70
2019/01/14 13:33:57	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Changes made 2019/01/14: 12/05 - Ferry charges to include \$17 reservation fee increasing charge from \$74.70 to \$91.70 12/07 - Addition error corrected for Misc. from \$107.16 to \$107.17 12/08 - Reporting error correct for ferry charge from \$74.40 to \$74.70

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From: [Leverman, Charly TRAN:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: REVISED - E130366 - Melanie Sanderson waiting on approval audited ready to go
Date: March 8, 2019 10:40:57 AM
Attachments: [image001.png](#)

Hey Pat,

So because she purchased the hotel room through Expedia the hotel itself doesn't have a receipt for the room, just for the additional charges for the parking, **s.22**, and facility fees. The Expedia receipt doesn't have a \$0 clearly but it does say the amount paid was equal to the amount charged by Expedia.

Hopefully that helps!

Charly Leverman

AA

Ministry of Transportation

250-387-1978

**I acknowledge and respect that I live, learn, and work on the traditional territories of the Lkwungen Peoples on whose traditional territories the Lkwungen (Songhees), Wyomilth (Esquimalt), and WSÁNEĆ (Saanich) peoples have a continuous relationship with.*

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: March 8, 2019 10:25 AM
To: Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>
Subject: RE: REVISED - E130366 - Melanie Sanderson waiting on approval audited ready to go

Hi Charly,

On this travel claim for the hotel **s.15** there are charges for the Restaurant which she cannot claim, and **s.22** I need a break down for the room itself. You gave me a charge of \$222.09 does this include the charges for the **s.22** and restaurant. I need the same type of receipt you supplied for the Restaurant etc. She is entitled to claim the parking at the hotel.

My own fault I missed this when I was looking at it the first time.

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other

entities

From: Leverman, Charly TRAN:EX
Sent: January 21, 2019 12:10 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: REVISED - E130366 - Melanie Sanderson waiting on approval audited ready to go

Hello,

There were some revisions made to file E130366 on behalf of Melanie Sanderson. Attached is the correct copy of receipts for this file.

My apologies for the changes,

Charly Leverman

AA

Ministry of Transportation
250-387-1978

From: Leverman, Charly TRAN:EX
Sent: January 9, 2019 2:37 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: FIN 010 - E130366 - Melanie Sanderson's Travel Voucher for December 2018

Good afternoon,

Attached is Melanie Sanderson's Travel Voucher – FIN 010, file E130366. Please feel free to let me know of any amendments needed!

Many thanks,



Charly Leverman
Administrative Assistant to the
Honourable Claire Trevena
Minister of Transportation and Infrastructure
Main: 250 387 1978
Email: Charly.Leverman@gov.bc.ca

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies*

Swartz Bay
To
Tsawwassen

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

LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/05 ✓
RESERVATION-R1700
CONF: B181794100
RES: 1

1 Reservation Pr 17.00
20' Undersize Vehi 57.50
s.22
s. Adult *s.22 ✓

s.22

Prepayment	17.00
Visa	
*****s.17	s.22
AUTH 031851 66277643 0010015630 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

****CARDHOLDER COPY****
SWB 05 Dec 2018 16:01:06

1005017 200176
SEE REVERSE SIDE OF TICKET

RECEIPT

City of New Westminster

License Plate Number
s.22

Expiration Date/Time

03:58 PM
DEC 06, 2018

Purchase Date/Time: 01:58pm Dec 06, 2018 ✓
Total Due: \$3.50
Total Paid: \$3.50 ✓
Ticket #: 00041843
S/N #: i20014471822
Setting NW Uptown
Mach Name: N5-01
Rate: 2 hours = \$3.50
Payment Type: Card

*****s.1 Visa

Auth #: 056001

Thank you!
RECEIPT NOT REQUIRED
TO BE DISPLAYED

RECEIPT IMPARK

s.15

www.impark.com

License Plate Number
s.22

Expiration Date/Time

04:07 PM
DEC 07, 2018

Purchase Date/Time: 04:07pm Dec 06, 2018 ✓
Total Due: \$12.00
Total Paid: \$12.00 ✓
Ticket #: 00004204
S/N #: 500011520325
Setting: s.1 Parkade
Mach Name: Meter 2
Rate: \$12.00 - For 1 Day
Pmt Type: CC (Swipe)

*****s.1 Visa

Auth #: 022941

Thank You!
Please come again

* ONLY CLAIMING
1 ADULT @ \$17.20
TOTAL \$74.70
⊕ \$17 RESERVATION
FEE
TOTAL \$91.70 ✓

WELCOME

Shell Canada
1896 EAST HASTINGS ST
V5L 1T2
VANCOUVER BC
(604) 255-1741

3 Zone
PUMP No. 05
LITRES 19.755
PRICE/L \$1.299
TOTAL FUEL \$25.66
TOTAL SALE \$25.66
VISA \$25.66 ✓

FUEL INCLUDES
GST - Fuel \$1.22
NO. 137400032RT

01 APPROVED - THANK
YOU 001
APPROVAL NO. 002111
TERMINAL NO.
39013100
VERIFIED BY PIN

IMPORTANT
Retain this copy for
your records

XXXXXXXXXXs.17

VISA
PURCHASE C

INV No. 0131096963
2018/12/07 15:29
VISA Credit
AID A00000000031010
IVR 0080008000
ISI F800

YOUR OPINION COUNTS
Tell us about your
recent visit at
www.shell.ca/opinion
and you could win a
FUEL FOR A YEAR
*Receipt Required

THANK YOU
Questions?
1-800-661-1600

STORE: C01310
TRAN: 7795428
12/7/2018 3:31:16

RECEIPT
NOT VALID FOR TRAVEL

Translink
Waterfront Sta
VHM01131
Fri 07 Dec 18 05:43PM

Payment Type: VISA

Purchase: 3 Zone Ticket

Product Price: \$ 5.70 ✓

Compass Ticket #: s.22

Credit Card #: s.17

Auth #: 098793
Ref #: T0046836D2/F
Receipt #: 40651

Card Entry: Chip
AID:A00000000031010
IVR:0080008000
ISI:F800

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

Thank You!

*Parking \$3.50+12.00+\$38.85=\$54.35

To
Swartz Bay

BC Ferries
Suite 508 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/08 ✓

20' Undersize Vehi 57.50
1 Adult 17.20

Total 74.70 ✓

Visa
*****S.17 74.70
AUTH 090231 66277656 0010016418 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 08 Dec 2018 16:26:33

1007084 775328
SEE REVERSE SIDE OF TICKET



Your reservation has been completed!

Thank you for reserving online with BC Ferries. A copy of this reservation has also been emailed to you.

Need Help? Call Customer Care at:
1-888-223-3779

RESERVATION	DEPARTS	TIME / DATE	ARRIVES																								
B181794100	VICTORIA Swartz Bay Terminal	5:00 PM Wednesday December 5 ✓	VANCOUVER Tsawwassen Terminal																								
<table> <tr> <td>VEHICLE</td><td colspan="2">Standard vehicle under 7Ft (2.13m) high</td><td>FARE INFORMATION</td></tr> <tr> <td>VESSEL</td><td colspan="2"><u>Spirit of British Columbia</u></td><td>20' Standard vehicle under 7Ft (2.13m) high \$57.50</td></tr> <tr> <td>DEPART</td><td>Swartz Bay</td><td>5:00 PM Wed Dec 5 2018</td><td>s.22</td></tr> <tr> <td>ARRIVE</td><td>Tsawwassen</td><td>6:35 PM Wed Dec 5 2018</td><td></td></tr> <tr> <td colspan="3"></td><td>1 Reservation Fee * \$17.00</td></tr> <tr> <td colspan="3">Total for this sailing</td><td>s.22</td></tr> </table>				VEHICLE	Standard vehicle under 7Ft (2.13m) high		FARE INFORMATION	VESSEL	<u>Spirit of British Columbia</u>		20' Standard vehicle under 7Ft (2.13m) high \$57.50	DEPART	Swartz Bay	5:00 PM Wed Dec 5 2018	s.22	ARRIVE	Tsawwassen	6:35 PM Wed Dec 5 2018					1 Reservation Fee * \$17.00	Total for this sailing			s.22
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			1 Reservation Fee * \$17.00																								
Total for this sailing			s.22																								
 B181794100		Due at terminal: \$91.90 vehicle & passenger fares																									
		✓ Paid: \$17.00 reservation fee																									

Vehicle and Passenger fares will be collected at the terminal

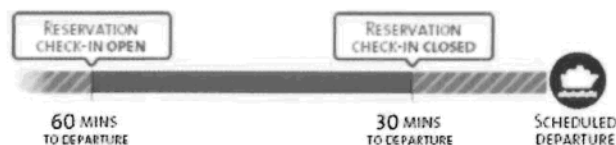
Still unsure who is travelling with you? You can still add and pay for passengers at the terminal.

Total Paid: \$17.00
reservation fee



We accept Visa, Mastercard and American Express. **Debit is not accepted at this time.**
Due to vessel substitutions vessel amenities cannot be guaranteed.

Arrive at the terminal 30-60 minutes before departure



Reservation Check-In **Opens**

Check-in opens **60 minutes** prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early.

Reservation Check-In **Closed**

Reservation check-in must occur **30 minutes** prior to scheduled departure. If not checked in by this time, the **reservation will not be valid** and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number** used to make the booking.

Terms and Conditions

All reservations are booked for one vehicle and one driver.

Reservation fees and change fees are non-refundable.

Reservations will not be honoured and travel will revert to a first-come, first-served basis if you:

- arrive after the reservation check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the reservation check-in has opened, more than 60 minutes prior to the scheduled departure.

A reservation will only be honoured for the specific sailing you reserve and is valid only for the type and length of vehicle specified. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your reservation will not be honoured.

Vehicle length adjustments, sailing date and time changes can be made by accessing your account on line or by contacting our Customer Service Centre at 1-888-223-3779 in Canada and the USA, or 1-250-386-3431 outside Canada and the USA, on weekdays between 7:00 am and

Sailing Cancellations

If you check-in for your reservation and the sailing is cancelled, we will make every effort to load you on the next available sailing. Customers with a reservation on the next scheduled departure will be loaded in advance of customers from the cancelled sailing. If we are unable to load you on the next available sailing, travel will revert to a first-come, first-served basis. If you choose not to travel, your fares will be fully refunded.

If your sailing is cancelled before you check-in, your reservation will be cancelled, your reservation fee will be refunded, and travel will revert to a first-come, first-served basis.

* Reservation and Change Fees

- \$10.00 reservation fee is applied to bookings made 7 days or more in advance of travel
- \$17.00 reservation fee is applied to bookings made less than 7 days up to day before travel
- \$21.00 reservation fee is applied to bookings made for same day travel
- \$5.00 change fee is incurred each time you make a change to your reservation date, time or sailing

8:00 pm and on weekends between 8:00 am and 6:00 pm Pacific Time.

Closed Vehicle Deck Access

In accordance with Transport Canada safety regulations, every passenger shall keep off a closed vehicle deck on a ferry that is underway. A 'closed vehicle deck' is a space that is enclosed at both ends with limited side openings.

Smoke-Free Environment

To support the health and wellness of our customers and employees, BC Ferries vessels and terminal properties will be smoke and vape-free environments as of January 22, 2018.

By purchasing a reservation, you acknowledge your acceptance of BC Ferries Conditions of Carriage (available for viewing at www.bcferrries.com or upon request at any terminal office, aboard ship or at BC Ferries' head office).

BC Ferries reserves the right to modify or change these terms and conditions from time to time without notice.

Transaction Details

CARD#	s.17	TYPE	VISA	✓
PROCESSED	DEC 3 2018 9:51AM	EXPIRY	s.17	
RECEIPT#	SOANLSC70A9424-832B-4CB9-9ABF-1B5C9E08F0B5	AMOUNT	\$17.00	✓
BCF RECEIPT#	00	AUTH	04415I	



Not an approved hotel signed by the Minister

Receipt for ^{s.15}

Vancouver

5 Dec 2018 - 6 Dec 2018

Itinerary #s.22

Booked Items

Hotel ^{s.15}

s.15

Check-in: 05/12/2018 | Check-out: 06/12/2018, 1 room| 1 night ✓

Traveller Information

Melanie Sanderson

s.22

Cost Summary

Booked Date: 5 Dec 2018

Room Price **C\$222.09**

1 night **C\$189.00**

Taxes & Fees **C\$33.09**

Total: **C\$222.09**
Collected by Expedia

Paid: **C\$222.09** ✓
[Visa s.17
All prices quoted in CAD.

Minister's Signature _____

Melanie Sanderson
333 108th Avenue NE
Bellevue WA 98004
United States

Guest Name :
Company Name :
Group Name :

INVOICE

Room No.	s.15
Arrival	: 12-05-18
Departure	: 12-06-18
Folio No.	:
AR No.	:
Conf. No.	s.22
Cashier No.	:
Custom Ref.	:
Page No.	: 1 of 1

Date	Description		Charges	Credits
12-05-18	[REDACTED]		9.85	
12-05-18	In House Parking		38.85	
12-06-18	Rat Fee		[REDACTED]	
	(XX) [REDACTED] 14%		2.75	
	Health Fee		7.66	
	[REDACTED]		[REDACTED]	
	Supper Chipping		51.95	
12-06-18	Visa XXXXXXXXXXXX>s.17 XX/XX			

GST Summary:		Total Charges	
Room	0.00	Total Credits	✓
F&B	0.00		
Other		Balance	0.00

s.15

Claiming for parking only \$38.85

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.

Guest Signature: _____



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

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

s.22

07/12/2018

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	33.99	67.98

Subtotal 67.98

PROV VEHICLE RENTAL TAX 1.50/DAY	2 DAY	1.50	3.00
VLF REC .99/DAY	2 DAY	0.99	1.98
PROVINCIAL SALES TAX	PCT	7.00	4.90
GOODS AND SERVICES TAX	PCT	5.00	3.65

Total Charges (CAD) 81.51

PAYMENTS

Payment Visa -81.51

Total Payments (CAD) -81.51

Amount Due (CAD) 0.00

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

Mid size rate

BILL TO

MELANIE SANDERSON
s.22

RENTAL INFORMATION

Date/Time Out
12/06/2018 08:27

Date/Time In
12/07/2018 15:47

Renter
SANDERSON, MELANIE

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
GRAY	GG231W	CRUZE	7Q9HC0	17,781 18,123

VIN: 1G1BF5SM0J7224536

CLAIM INFORMATION

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

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

For Billing Inquiries / Payment Terms :

Tel#:6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (CAD) 0.00

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

Paid By:
MELANIE SANDERSON
s.22

Account #

Rental Agreement
s.22

Amount
0.00

GPBR
C438