



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130241

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 Lawson, Liam			Employee ID s.22			Phone Number (250) 812-2547					
Client Organization Public Safety and Solicitor General			Job Title Ministerial Assistant			Travel Group Code 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 Ministerial Duties				Headquarters Victoria					
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	*PCard										
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018		1615	2359		0.00	10.00	F-BLI	18.25	217.38		
12/06	*Vic to Van (HJ)				0.00		F-DI	21.00			
12/07	*Van to Salt Spri (HA)	0001	1200								
TOTALS OF COLUMNS				36.	37.			38.	39.	40.	Claim Total
				\$ 0.00	\$ 10.00			\$ 39.25	\$ 217.38	\$ 0.00	\$ 266.63
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount	
010 010 010 010		15001	10000		5701	1500000100000		s.22		\$ 266.63	
Less Travel Advance											
010											
										54.	
AMOUNT DUE TO EMPLOYEE										\$ 266.63	
45. Employee Signature (See Audit Trail)						Print Name			Date Signed		
- 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.											
56. Spending Authority Signature (See Audit Trail)						Print Name			Date Signed		
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											
57. Payment Authority Signature (See Audit Trail)						Print Name			Date Signed		
- Requisition for payment pursuant to section 32 of the Financial Administration Act.											

Audit Trail for Travel Voucher (Restricted Use) E130241 for Lawson, Liam

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/11 13:43:21	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Lawson, Liam Liam.Lawson@gov.bc.ca	Saved	Lawson, Liam Liam.Lawson@gov.bc.ca
2018/12/11 13:45:19	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Approved	Farnworth, Mike Mike.Farnworth@gov.bc.ca
2018/12/11 13:46:07	Farnworth, Mike (IDIR\MFARNWO) Mike.Farnworth@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130241 for Lawson, Liam

1 note(s) returned.

Created On	Author	Note
2018/12/11 13:43:21	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	12/6 Vic to Van - Bluebird Cabs \$10, F-BLI \$18.25, s.15 ; \$217.38 - Ministry Evening Event 12/7 Van to Ganges Hbr - F-DI \$21.00

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Hunt, Charlotte PSSG:EX

From: passengerservices@helijet.com
Sent: November 28, 2018 2:16 PM
To: Hunt, Charlotte PSSG: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	Liam Lawson

Booking s.22

Thursday, December 6, 2018

726

16:55 Victoria Harbour (Downtown)

17:30 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Liam Lawson, Male

[Add to Calendar](#)

Invoice #357479

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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

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

Approved CSA Rate

s.15

Liam Lawson
s.22

Page Number : 1 Invoice Nbr : s.22
 Guest Number : s.22
 Folio ID : A
 Arrive Date : 06-DEC-18 00:18
 Depart Date : 07-DEC-18 10:35
 No. Of Guest : 1
 Room Number : s.15
 Club Account :

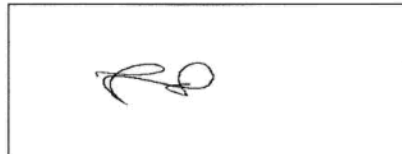
Copy Tax Invoice

Tax ID : s.15

s.15 DEC-07-2018 10:40 LISAHAR

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-DEC-18	s.15	Room Charge (GST)	9.25	
06-DEC-18		Room Chrg - Govt./Military	185.00	
06-DEC-18		Hotel Room Tax	20.35	
06-DEC-18		Destination Marketing Fee	2.78	
07-DEC-18	VI	Visa s.17		-217.38
** Total			217.38	-217.38
*** Balance			0.00	

I agreed to pay all room & incidental charges.



BLUEBIRD CABS #100
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
 CARD TYPE VISA
 DATE 2018/12/06
 TIME 8295 16:22:19
 RECEIPT NUMBER
 H85022017-001-241-008-0

PURCHASE
TOTAL

\$10.00

VISA CREDIT
 A0000000031010
 5368CCB3995CB99E
 0000000000-

APPROVED

AUTH# 065951 01-027
 THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

s.15

- - -

Liam Lawson
s.22

Page Number : 2 Invoice Nbr : s.22
Guest Number : s.22
Folio ID : A
Arrive Date : 06-DEC-18 00:18
Depart Date : 07-DEC-18 10:35
No. Of Guest : 1
Room Number : s.15
Club Account :

GST Summary

Amount (CAD)

GST Rooms:	9.25
GST Food and Beverage	0.00
GST Telephone:	0.00
GST Other:	0.00
GST Total:	9.25

s.15

Hunt, Charlotte PSSG:EX

From: reservation@harbourair.com
Sent: December 6, 2018 11:01 AM
To: Hunt, Charlotte PSSG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



- Check Flight Status
- Manage Flight
- Deals & Specials
- High Flyer Rewards
- My Account

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information		
Account	HAS #	s.17
	Name	Liam Lawson

Booking s.17	
Friday, December 7, 2018	Invoice s.17
SA #415	Air Transportation Charges
12:50 Vancouver Harbour / Map	Sked 400 : (CXH/GNG/MAP) (St) GO Flex \$116.91
13:25 Ganges Harbour / Map	Taxes, Fees and Charges
35 minutes	All Skeds - Baggage : Checked Baggage Fee \$0.00
	Sked SA 400 : Carbon Offset \$0.80
KK- Confirmed	Sked SA 400 :(MAP,GNG,CXH) VHFC Terminal Fee \$9.86
	Sked SA 400 :(MAP,GNG,CXH) Dock fee \$2.00

1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$6.48
Liam Lawson, Male	Billing	\$129.57
Add to Calendar	Taxes	\$6.48
	Grand Total	\$136.05

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
 Refundable up to 15 minutes prior to Departure
 Changeable up to 15 minutes prior to Departure
 (subject to difference in fare value)
 Select Seating \$10 (space permitting)
 50% cancellation fee for groups of 4+ if cancelled within
 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
 15 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130446

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Name Takkar, Namrata (Nimmi)		Employee ID s.22		Phone Number (250) 356-2178								
Client Organization Public Safety and Solicitor General		Job Title Ministerial Assistant		Travel Group Code 3								
5. Date Completed 2019/01/25		6. Fiscal Year 2019		7. Special Cheque Issue								
Type of Travel In Province		14. Reason for Travel Ministerial Duties		8. Cheque Stub Information								
12. Mailing Address for Cheque Victoria, BC												
16. Travel Dates 2018 12/03 12/07 12/11 12/12 12/17 12/19	17. Places Travelled *PCard Destination	Start	End	18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
				Km	Cost	Claim	Cost	Cost	Describe			
					0.00	20.00	F-BDI	10.50				
					0.00	16.00	F-BDI	10.50				
					0.00	95.70		0.00				
					0.00	21.00		0.00				
					0.00	16.00	F-BDI	10.50				
					0.00			0.00				
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 168.70	38. \$ 31.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 200.20			
48. Client Code 010 010 010 010	49. Resp. 15001 15001	50. Service Line 10000 10000	51. STOB 5701 5750 ⁰²	52. Project 1500000 1500000	45. Supplier Code s.22		Amount \$s.22		116.70 83.50			
Less Travel Advance 010												
									54. \$ 200.20			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed						
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed						
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed						

Audit Trail for Travel Voucher (Restricted Use) E130446 for Takkar, Namrata (Nimmi)

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/25 10:42:28	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/25 11:57:33	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/01/30 09:23:42	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/01 14:35:29	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/05 08:11:30	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 11:58:29	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 13:08:37	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 13:15:03	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 13:15:15	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/06 13:17:06	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/15 13:40:14	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Notified	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/02/19 12:49:36	Takkar, Namrata (Nimmi) (IDIR\NTAKKAR) Nimmi.Takkar@gov.bc.ca		Approved	Lawson, Liam Liam.Lawson@gov.bc.ca
2019/02/19 15:47:33	Lawson, Liam (IDIR\LLAWSON) Liam.Lawson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130446 for Takkar, Namrata (Nimmi)

1 note(s) returned.

Created On	Author	Note
2019/02/06 13:17:06	Hunt, Charlotte (IDIR\CHHUNT) Charlotte.Hunt@gov.bc.ca	Details in a word document will be sent separately.

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12/3 Sur-VCO-Sur, Parking \$20, F-BDI \$10.50

12/7 Sur-VCO-Sur, Parking \$16, F-BDI \$10.50

12/11 Van to Vic, Ferry \$74.70 & \$21

12/12 Vic to Van, Ferry \$21 Reservation Fee

12/17 Sur-VCO-Sur, Parking \$16, F-BDI \$10.50

12/19 Van to Vic, (Quick Ticket #4080-944-152)



NOTIFICATION

Charge To: Min of Public Safety and Solicitor General
 Minister's Office
 Room 128 Parliament Buildings
 Victoria BC V8V 1X4

Attention: Michelle Wakeman

Invoice No. INV00000000040827
Invoice Date 31/12/2018
Print Date 31/12/2018
Account No. s.17
GST Reg. R102 320 165

For services provided from: 16/12/2018

To: 31/12/2018

THIS IS NOT AN INVOICE , PLEASE DO NOT PAY

Document	Description	Pasenger Name	Fare	GST	Total																
4080944152	CXH/YWH Dec 19 2018 FLT: 705 BSBINV: 363402	NAMRATA TAKKAR	\$220.00	\$11.00	\$231.00																
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Ministry of Public Safety and Solicitor General</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%; background-color: #f0f0f0;"> <p style="text-align: center;">QUICK TICKET</p> <p style="text-align: center;">SUBJECT TO TERMS AND CONDITIONS ON REVERSE</p> <p style="text-align: center;">PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">PRINT PASSENGER NAME <i>Na. Takkar</i></td> <td colspan="2">DATE DEC 19 2018</td> </tr> <tr> <td>FROM <i>Van</i></td> <td>FLIGHT NO. <i>705</i></td> <td>CLASS Y</td> <td>TIME</td> </tr> <tr> <td>TO <i>Vic.</i></td> <td colspan="3">ACCOUNT NO. 160117</td> </tr> <tr> <td>SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i></td> <td colspan="3">RESERVATION REFERENCE NO.</td> </tr> </table> <p style="text-align: right; font-size: 2em; opacity: 0.5; transform: rotate(-90deg);">USED</p> <p style="text-align: right; font-size: 1.5em; opacity: 0.5; transform: rotate(-90deg);">160117</p> <p style="text-align: right;">ISSUED BY</p> <p style="text-align: right; font-size: 1.5em; font-weight: bold;">Helijet</p> <p style="text-align: center;">VALID FOR REGULAR ECONOMY FARES ONLY</p> <p style="text-align: center;">RESERVATIONS 1.800.665.4354</p> <p style="text-align: center;">NON REFUNDABLE EXPIRY DATE SEPT 30 2018</p> <p style="text-align: center;">PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE</p> <p style="text-align: right; font-size: 0.8em;">GST # R102320165</p> </div>						PRINT PASSENGER NAME <i>Na. Takkar</i>		DATE DEC 19 2018		FROM <i>Van</i>	FLIGHT NO. <i>705</i>	CLASS Y	TIME	TO <i>Vic.</i>	ACCOUNT NO. 160117			SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i>	RESERVATION REFERENCE NO.		
PRINT PASSENGER NAME <i>Na. Takkar</i>		DATE DEC 19 2018																			
FROM <i>Van</i>	FLIGHT NO. <i>705</i>	CLASS Y	TIME																		
TO <i>Vic.</i>	ACCOUNT NO. 160117																				
SIGNATURE AUTHORIZING CHARGES <i>[Signature]</i>	RESERVATION REFERENCE NO.																				
Total Page			\$220.00	\$11.00	\$231.00																

Helijet Fall / Winter 2018-19 Schedule

Valid from October 1, 2018 for flights between Victoria & Vancouver and between Nanaimo & Vancouver

Vancouver Harbour to Victoria Harbour				Victoria Harbour to Vancouver Harbour			
Flight#	DEPART	ARRIVE	DAY OF WEEK	Flight #	DEPART	ARRIVE	DAY OF WEEK
851	0700 [§]	0735	MTWTF--	702	0700	0735	MTWTF--
703	0730	0805	MTWTF--	704	0750	0825	MTWTF--
705	0750	0825	MTWTF--	706	0820	0855	MTWTF--
781	0800	0835	-----SS	708	0840	0915	MTWTF--
707	0840	0915	MTWTF--	782	0900	0935	-----SS
709	0930	1005	MTWTF--	710	0935	1010	MTWTF--
711	1000	1035	MTWTF--	712	1020	1055	MTWTF--
783	1000	1035	-----SS	714	1100	1135	MTWTF--
713	1120	1155	MTWTF--	784	1100	1135	-----SS
715	1200	1235	MTWTF--	716	1225	1300	MTWTF--
785	1200	1235	-----SS	718	1345	1420	MTWTF--
717	1320	1355	MTWTF--	786	1430	1505	-----SS
719	1410	1445	MTWTF--	720	1500	1535	MTWTF--
721	1500	1535	MTWTF--	722	1550	1625	MTWTF--
787	1530	1605	-----SS	724	1620	1655	MTWTF--
723	1600	1635	MTWTF--	788	1630	1705	-----SS
725	1640	1715	MTWTF--	726	1655	1730	MTWTF--
727	1710	1745	MTWTF--	728	1730	1805	MTWTF--
789	1730	1805	-----SS	730	1800	1835	MTWTF--
729	1745	1820	MTWTF--	790	1820	1855	-----SS
731	1845	1920	MTWTF--	858	1840	1915 [†]	MTWTF--
[§] Departs YVR 45 minutes prior				[†] Arrives YVR 15min later			

Vancouver Harbour to Nanaimo Harbour				Nanaimo Harbour to Vancouver Harbour			
Flight#	DEPART	ARRIVE	DAY OF WEEK	Flight #	DEPART	ARRIVE	DAY OF WEEK
901 [◇]	0710	0730	MTWTF--	902	0745	0805	MTWTF--
903	0820	0840	MTWTFSS	904	0900	0920	MTWTFSS
905	1030	1050	MTWTFSS	906	1130	1150	MTWTFSS
907	1330	1350	MTWTFSS	908	1415	1435	MTWTFSS
913	1540	1600	MTWTFSS	914	1625	1645	MTWTFSS
915	1720	1740	MTWTFSS	916	1800	1820 [†]	MTWTFSS
[◇] Departs YVR 45 minutes prior				[†] Arrives YVR 15min later			

Travel Information

All flights operated by Sikorsky S76 helicopter. Schedule is subject to change without notice, visit helijet.com for most up to date flight and fare availability.

Check-in: For all flights at least **20 minutes** prior to departure. Failure to check-in, or to change/cancel your flight by 5pm the day prior to travel will result in a no-show / cancellation penalty.

Accessibility: Terminals and aircraft are accessible, preboard seating assistance available upon request. Please advise of any mobility requirements at time of booking. Please visit helijet.com for detailed travel information.

Included with your fare

Generous Baggage Allowance: 2 pieces per person, 50lbs in total, for all fare classes. No cabin baggage, oversize/excess baggage taken on a space available basis, at **no added charge**.

Free Parking: Free parking is available in allocated spots at all terminals, register your vehicle with the check-in agent.

Terminal Amenities: **Complimentary** wine/beer, specialty coffee, tea, drinks, snacks, fruit, hot soup, fresh baked cookies, grab n go snack boxes available at Vancouver & Victoria Terminals. Coffee, Tea, snacks available at Nanaimo Harbour. **Complimentary** daily/weekly newspapers, magazines & WIFI available at all terminals. Work stations available at Victoria and Vancouver Terminals.

Shuttle Van: **Complimentary** drop-off shuttle van available upon arrival, ask check-in agent for shuttle route limits or if you will need a taxi.

PLUS Kids Fly Free!

Confirmed full fare-paying adult passengers may bring one accompanying child, 12 years or under, on the same flights for free.

Terminals

Victoria Harbour Heliport – 79 Dallas Road, Victoria – between the Odgen Point Cruise Ship Terminal and the Canadian Coast Guard station

Vancouver Harbour Heliport – 455 West Waterfront Road, Vancouver - near the SeaBus terminal in downtown Vancouver. Accessible by vehicle via the Main or Cordova Street ramps down to Waterfront Road or on foot through Waterfront Station/SeaBus Terminal

Vancouver International Airport (YVR) – 5911 Airport Road, Richmond – south airport helipad, at the corner of Inglis Drive, near the #2 Road Bridge

Nanaimo Harbour Heliport at the Cruise Ship Welcome Centre – 100 Port Drive, Nanaimo (Port Of Nanaimo Welcome Centre)

Nov 23, 2018 to Dec 24, 2018

s.22 , NAMRATA TAKKAR

s.22

s.22



Transaction Date	Posted Date	Description	Currency	Debit	Credit
------------------	-------------	-------------	----------	-------	--------

s.22

Transaction Date	Posted Date	Description	Currency	Debit	Credit
s.22					

✓ 2018-12-03	2018-12-05	VINCI PARK - CANADA PLACEVANCOUVER BC	CAD	\$20.00	
--------------	------------	---------------------------------------	-----	---------	--

s.22

s.22

s.22

2018-12-11 2018-12-12 BCF - TSAWWASSEN VICTORIA BC

CAD \$74.70

s.22

Page 19

Withheld pursuant to/removed as

s.22

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM NOV 15 TO DEC 14, 2018

s.22

s.22

NAMRATA TAKKAR

s.22

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
------------------	--------------	----------------------	-------------

s.22

✓	DEC 07	DEC 10	VINCI PARK - CANADA PLACE VANCOUVER BC	\$16.00
---	--------	--------	--	---------

s.22

✓	DEC 11	DEC 12	BCF-RBI ONLINE BOOKING VICTORIA BC 74064498345820156495524	\$21.00
---	--------	--------	---	---------

s.22

✓	DEC 12	DEC 13	BCF-RBI ONLINE BOOKING VICTORIA BC 74064498346820158050383	\$21.00
---	--------	--------	---	---------

s.22

s.22

Page 21

Withheld pursuant to/removed as

s.22

NAMRATA TAKKAR s.22
STATEMENT FROM DEC 15, 2018 TO JAN 14, 2019

1 OF 5

PREVIOUS STATEMENT BALANCE

s.22

NAMRATA TAKKAR

s.22

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
s.22			

DEC 17	DEC 18	VINCI PARK - CANADA PLACEVANCOUVER BC	\$16.00
s.22			

s.22

s.22

NAMRATA TAKKAR
s.22

Page 23

Withheld pursuant to/removed as

s.22



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130217

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 MacDonald, Alex ✓				Employee ID s.22				Phone Number (250) 952-7623				
Client Organization Mental Health and Addictions				Job Title Sr. Ministerial Assistant				Travel Group Code 3				
5. Date Completed 2018/12/06			6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel TB Meetings			Headquarters Victoria						
12. Mailing Address for Cheque PO Box 9087 Stn Prov Gov't												
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe	
12/04	Vic to Van (HJ)	0800	2200		0.00	P/Card	F-	51.50		0.00	F Per Diem	
12/05	Van to Vic (HJ)	0800	2200		0.00	P/Card	F-	51.50	158.63	0.00	Hotel/F Per Diem	
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 103.00	39. ✓ \$ 158.63	40. \$ 0.00	Claim Total \$ 261.63 ✓	
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code			Amount	
027 027 027 027		66M02	44900		5701	66MHA00		s.22			\$ 261.63	
Less Travel Advance 027												
AMOUNT DUE TO EMPLOYEE											54. \$ 261.63 ✓	
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) E130217 for MacDonald, Alex

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/06 12:28:35	Larson, Lori (IDIR\LOLARSON) Lori.Larson@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2018/12/07 15:03:57	MacDonald, Alex (IDIR\ALMACDON) Alex.MacDonald@gov.bc.ca		Initiated	Lindsay-Baugh, Anna ^S Anna.LindsayBaugh@gov.bc.ca
2018/12/07 15:05:16	Lindsay-Baugh, Anna ^S ✓ (IDIR\ANLINDSA) Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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- **Dec 4** – Vic to Van for TB Meetings, full day per diem
- **Dec 5** – Van to Vic, full day per diem, ^{s.15}
s.15 accommodations \$158.63
- Flights return from Vic were on Helijet paid for on Lori's PCard.

✓1

P 1

Mr Alexander Macdonald ✓

Victoria BC

Invoice

Invoice date 12/5/2018
Invoice number s.22
Our reference
GST Number s.15

Guest **Mr Alexander Macdonald** Arrival **12/4/2018** Departure **12/5/2018** Room **s.15**

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 12/4/2018	Room Charge	1	135.00	135.00
12/4/2018	DMF @1.293% Plus Taxes	1	1.75	1.75
12/4/2018	Federal Tax GST	2	0.00	6.84
12/4/2018	Provincial Room Tax	2	0.00	10.94
12/4/2018	Municipal Room Tax	2	0.00	4.10

Total invoice 158.63

-158.63

Total Paid **-158.63**

Total Due **0.00** ✓

12/5/2018 MC ***s.17 Auth: 204734

Total GST 6.84

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

Signature X

Full Day
Per Diem.
Dec 4 & Dec 5

✓

Larson, Lori MMHA:EX

From: passengerservices@helijet.com
Sent: December 6, 2018 12:36 PM
To: Larson, Lori MMHA: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 Alex Macdonald
	Company Ministry Of Mental Health & Addiction

Booking s.22	
Tuesday, December 4, 2018 ✓	Invoice #352736
704	FARE-YWH-FULL_Winter18-19 \$309.52
07:50 Victoria Harbour (Downtown) ✓	+ GST \$15.48
08:25 Vancouver Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
Confirmed	Grand Total \$325.00
1 Passengers - Full-Fare	Mastercard \$325.00
Alex Macdonald, Male ✓	Date / Time December 4, 2018 @ 7:25:38 AM
<u>Add to Calendar</u>	Summary s.17
	Expiration

Authorization 102536

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

Wednesday, December 5, 2018 ✓

731

18:45 Vancouver Harbour (Downtown)

19:20 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Full-Fare

Alex Macdonald, Male ✓

[Add to Calendar](#)

Invoice #356510

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 5, 2018 @ 5:52:59 PM

Summary s.17

Expiration

Authorization 205256

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.

E130217



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130345

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 Ashbourne, Craig		Employee ID s.22		Phone Number (250) 213-3187									
Client Organization Municipal Affairs and Housing		Job Title Ministerial Assistant		Travel Group Code 3									
5. Date Completed 2018/12/31		6. Fiscal Year 2019		7. Special Cheque Issue EFT									
Type of Travel In Province		14. Reason for Travel Meetings		8. Cheque Stub Information Victoria									
12. Mailing Address for Cheque ,													
16. Travel Dates 2018 12/07 12/20	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	Costs	Claim	Cost	Cost	Cost	Describe		
	Vic-Van-Vic (HJ) Vic-Van-Vic (HJ) *Q-TIX	0700 0700	1700 1700		0.00 0.00	✓ 33.90 ✓ 11.50	F-LD F-D	22.75 33.25					
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 45.40		38. \$ 56.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 101.40			
48. Client Code 060 060 060 060	49. Resp. 51057 51057	50. Service Line 54000 54000	51. STOB 5701 6501	52. Project 5100000 5100000	45. Supplier Code s.22	Amount \$ 101.40 s.22							
Less Travel Advance 060						AMOUNT DUE TO EMPLOYEE					54. \$ 101.40		
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) E130345 for Ashbourne, Craig

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/31 12:03:49	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2018/12/31 12:32:49	Ashbourne, Craig (IDIR\CASHBOUR) Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2019/01/04 16:19:07	Robinson, Selina (IDIR\SEROBINS) Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130345 for Ashbourne, Craig

1 note(s) returned.

Created On	Author	Note
2018/12/31 12:03:49	Grant, Lisa (IDIR\LISGRANT) Lisa.Grant@gov.bc.ca	12/07 - Taxi to and from flights, Helijet paid for with QT, lunch provided, BI 12/20 - Taxi to flight, Helijet paid for with QT, cab home paid for by Helijet BLI

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YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240050

12-07-2018 ✓ 16:42:51
Acct # ***** s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 Visa Credit

Operator: 050
Trace # 3275
Inv. # 050
Auth # 075281 RRN 001391006

Purchase ✓ \$12.10
Tip s.22
Total

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** s.17
CARD TYPE VISA
DATE 2018/12/07 ✓
TIME 0594 08:40:08 ✓
CLERK ID 1
INVOICE # 265
RECEIPT NUMBER
CB5053836-001-429-001-0
PURCHASE AMOUNT \$9.90 ✓
TIP s.22
TOTAL

Visa Credit
A0000000031010
285A1F577887CE0C
0080008000-E800
EA66ED48F2CD77F2
0080008000-F800

APPROVED

AUTH# 002481 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

BLUEBIRD CABS #52
2612 QUADRA ST
VICTORIA BC

s.17
CARD
CARD TYPE VISA
DATE 2018/12/07 ✓
TIME 0814 07:18:15 ✓
RECEIPT NUMBER
H85068644-001-602-003-0
PURCHASE AMOUNT \$11.90 ✓
TIP s.22
TOTAL

Visa Credit
A0000000031010
C87D646F1281463D
0000000000-

APPROVED

FF/DT 20

BLUEBIRD CABS #89
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE VISA ✓
DATE 2018/12/20 ✓
TIME 3202 07:23:22
RECEIPT NUMBER
C85069252-001-586-001-0

PURCHASE ✓
AMOUNT \$11.50
TIP s.22
TOTAL

Visa Credit
A0000000031010
A1E10836AD5F2052
0080008000-E800
C736551670D08F58
0080008000-F800

APPROVED

AUTH# 096891 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Grant, Lisa MAH:EX

From: White, Christine MAH:EX
Sent: December 31, 2018 11:46 AM
To: Grant, Lisa MAH:EX
Subject: Fwd: Thank you for choosing to take off with Helijet!

I think it is this one?

Thanks
Christine

Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: December 5, 2018 at 4:04:08 PM PST
To: <christine.white@gov.bc.ca>
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	Craig Ashbourne

Booking s.22

Friday, December 7, 2018	Invoice #359092	
704	FARE-YWH-FULL_Winter18-19	\$309.52

07:50 Victoria Harbour (Downtown)	+ GST	\$15.48
08:25 Vancouver Harbour (Downtown)		
35 minutes	Billing	\$309.52
	Taxes	\$15.48
Confirmed	Grand Total	\$325.00
1 Passengers - Full-Fare · Craig Ashbourne, Male	Fully Changeable / Refundable up to 5pm the day prior to departure.	
<u>Add to Calendar</u>	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

Grant, Lisa MAH:EX

From: White, Christine MAH:EX
Sent: December 7, 2018 3:54 PM
To: Grant, Lisa MAH:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Christine White

Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387.6478



Please consider the environment before printing this email.

From: passengerservices@helijet.com <passengerservices@helijet.com>
Sent: Friday, December 7, 2018 3:22 PM
To: White, Christine MAH:EX <Christine.White@gov.bc.ca>
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	Craig Ashbourne

Booking s.22

Friday, December 7, 2018

Invoice #359095

723	FARE-YWH-FULL_Winter18-19	\$309.52
16:00 Vancouver Harbour (Downtown)	+ GST	\$15.48
16:35 Victoria Harbour (Downtown)		
Dropoff:	Billing	\$309.52
Taxi Requested	Taxes	\$15.48
	Grand Total	\$325.00
35 minutes	On Account	\$325.00
Confirmed	Date / Time	December 7, 2018 @ 3:21:19 PM
	Summary	#160125
1 Passengers - Full-Fare		
Craig Ashbourne, Male	Fully Changeable / Refundable up to 5pm the day prior to departure.	
<u>Add to Calendar</u>	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

From: passengerservices@helijet.com
To: [White, Christine MAH:EX](#)
Subject: Thank you for choosing to take off with Helijet!
Date: January 8, 2019 11:03:41 AM



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 Craig Ashbourne

Booking s.22	
Thursday, December 20, 2018	Invoice #365609
704	FARE-YWH-FULL_Winter18-19 \$309.52
08:05 Victoria Harbour (Downtown)	+ GST \$15.48
08:40 Vancouver Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
Confirmed	Grand Total \$325.00
1 Passengers - Full-Fare	On Account \$325.00
Craig Ashbourne, Male	Date / Time December 20, 2018 @ 7:27:09 AM
Add to Calendar	Summary #160125
	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 \$22

Thursday, December 20, 2018

723

16:25 Vancouver Harbour
(Downtown)

17:00 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

· Craig Ashbourne, Male

[Add to Calendar](#)

Invoice #365611

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

On Account \$325.00

Date / Time December 20, 2018 @ 3:39:19 PM

Summary #160125

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.

Audit Trail for Travel Voucher (Restricted Use) E130295 for Squance, Leah

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/17 09:18:15	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2019/01/11 09:27:04	Squance, Leah (IDIR\LSQUANC) Leah.Squance@gov.bc.ca		Initiated	Infante, James James.Infante@gov.bc.ca
2019/01/11 09:31:23	Infante, James (IDIR\JAINFANT) James.Infante@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130295 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

Swartz Bay
To
Tsawwassen



LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/14 ✓
RESERVATION-R1500
CONF: B181855006
RES: 1

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

Total		s.22
Prepayment		17.00

Visa		
*****s.17		s.22
AUTH 435267 66277637 0010010030 S		
01 APPROVED - THANK YOU 027		

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

s.22 = \$91.70 ✓

CARDHOLDER COPY
SWB 14 Dec 2018 13:36:25



1005035 186469
96980
SEE REVERSE SIDE OF TICKET

To
Swartz Bay



LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/21 ✓

20'	Undersize Vehi	57.50
s	Adult	s.22

Total		s.22
--------------	--	-------------

Visa		
*****s.17		
AUTH 490606 66277656 0010011960 S		
01 APPROVED - THANK YOU 027		

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

s.22 = 74.70 ✓

CARDHOLDER COPY
TSA 21 Dec 2018 20:12:12



1007084 842150
906877
SEE REVERSE SIDE OF TICKET

Adult - ^{s.22}

Compass Card Usage

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

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

Transaction filters:

Usage

Start date:

Dec-17-2018

End date:

Dec-18-2018

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
Dec-18-2018 03:43 PM	Transfer at Bus Stop 61331 Stored Value	\$0.00	\$27.85
Dec-18-2018 03:27 PM	Tap out at Bridgeport Stn Stored Value	\$1.05	\$27.85
Dec-18-2018 03:05 PM	Tap in at Vancouver City Centre Stn Stored Value	-\$4.40	\$26.80
Dec-18-2018 11:54 AM	Tap out at Vancouver City Centre Stn Stored Value	\$2.10	\$31.20

Dec-18-2018 11:51 AM	Tap in at Waterfront Stn Stored Value	-\$4.40	\$29.10
Dec-18-2018 08:49 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$33.50
Dec-18-2018 08:49 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$33.50
Dec-18-2018 08:49 AM	Missing Tap out Stored Value	\$0.00	\$33.50
Dec-18-2018 07:32 AM	Tap in at Port Haney Station Stored Value	-\$7.65	\$33.50
Total \$13.30 for Dec 18, 2018			
Dec-17-2018 05:51 PM	Tap out at Port Haney Station Stored Value	\$2.75	\$41.15
Dec-17-2018 04:36 PM	Transfer at Waterfront Stn - WCE Stored Value	-\$8.10	\$38.40
Dec-17-2018 04:36 PM	Missing Tap out Stored Value	\$2.10	\$46.50
Dec-17-2018 04:36 PM	Transfer at Waterfront Stn Stored Value	-\$2.10	\$44.40
Dec-17-2018 04:36 PM	Missing Tap out Stored Value	\$2.10	\$46.50
Dec-17-2018 04:35 PM	Tap in at Waterfront Stn Stored Value	-\$4.40	\$44.40

Dec-17-2018 08:52 AM	Tap out at Waterfront Stn Stored Value	\$0.00	\$48.80
Dec-17-2018 08:52 AM	Missing Tap in at Waterfront Stn Stored Value	\$0.00	\$48.80
Dec-17-2018 08:52 AM	Missing Tap out Stored Value	\$0.00	\$48.80
Dec-17-2018 07:30 AM	Tap in at Port Haney Station Stored Value	-\$7.65	\$48.80
Total: \$15.30 for Dec 17			



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130411

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 Beale, William	Employee ID s.22	Phone Number s.22
Client Organization Agriculture	Job Title Ministerial Assistant	Travel Group Code 3

5. Date Completed 2019/01/18	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

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

12. Mailing Address for Cheque
Room 325-501 Belleville St Victoria BC, BC V8V 1X4

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018	Van	0800	1630		0.00		F-	51.50		✓ 49.40	Taxi
12/03	Van-Vic (Ferry)	0800	1630		0.00	✓ 17.20		0.00		✓ 95.00	Taxi
12/16	Vic-Van (HA)	0800	1630		0.00		F-BL	30.50	222.07	✓ 8.00	Taxi
12/17	Van	0800	1630		0.00		F-	51.50	220.07		
12/18	Van (HJ)	0800	1630		0.00		F-	51.50	s.22	✓ 25.80	Taxi
12/16	BEA Meeting in Var								89.25		Business lunch Dec 16-18
*Flights on PCARD											

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 17.20	38. \$ 185.00	39. 533.39 s.22	40. \$ 178.20	Claim Total s.22
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48. 034 Client Code 130 130 130 130	49. Resp. 55001 55001	50. Service Line 60410 60410	51. STOB 5701 6531	52. Project 5500102 5500102	45. Supplier Code s.22	Amount \$ 824.54 \$ 89.25
--	--	---	---	--	--	--

Less Travel Advance 130						
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AMOUNT DUE TO EMPLOYEE						54. \$ 913.79 s.22
-------------------------------	--	--	--	--	--	------------------------------

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) E130411 for Beale, William

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/18 15:59:01	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2019/01/18 16:03:59	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2019/01/19 13:37:49	Beale, William (IDIR\WBEALE) William.Beale@gov.bc.ca		Approved	Waters, Leah Leah.Waters@gov.bc.ca
2019/01/21 08:44:48	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Audit Trail for Travel Voucher (Restricted Use) E130411 for Beale, William

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/18 15:59:01	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130411 for Beale, William

1 note(s) returned.

Created On	Author	Note
2019/01/18 15:59:01	Leverman, Charly (IDIR\CLEVERMA) Charly.Leverman@gov.bc.ca	11/30 Van: Full Meal; Taxi \$6 \$8 \$10 \$25.40 12/03 Van-Vic: Ferry \$17.20, Taxi \$95 12/16 Vic-Van: Dinner; Taxi \$8 12/17 Van: Full Meal 12/18 Van-Vic: Full Meal; Hotel \$444.14 (separate BEA submitted for \$89.25 in food charges); Taxi \$10 \$15.80

Production *** Copyright © Government of British Columbia

Will arrived in Vancouver on Nov. 28th which is part of file E130408 \$17.20 ferry.

On Dec. 16th I purchased a flight for him going from Vic to Van for \$207.00 (attached).

On Dec. 18th Leah purchased a flight for Will returning him from Van to Vic for \$325.00 (attached).

Regards,

Charly Leverman
AA
Ministry of Transportation

YELLOW CAB #81
1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE VISA
DATE 2018/11/30 ✓
TIME 1102 08:00:35
CLERK ID 1
RECEIPT NUMBER
H85061012-001-003-942-0

PURCHASE
TOTAL
✓ \$6.00

VISA CREDIT
A0000000031010
665255B76FE302DF
0000000000-

APPROVED

FF/DT 20
AUTH# 010561 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE VISA
DATE 2018/11/30 ✓
TIME 5232 08:40:25
CLERK ID 7
INVOICE # 50
RECEIPT NUMBER
C85042212-001-714-003-0

PURCHASE
TOTAL
\$8.00 ✓

VISA CREDIT
A0000000031010
DCB68BD2FDA7D86B
8080008000-6800
79E985299EB72500
8080008000-7800

APPROVED

AUTH# 007691 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP SCHEDULE CABS
#90
777 PACIFIC ST
VANCOUVER BC

CARD s.17
CARD TYPE VISA
DATE 2018/11/30 ✓
TIME 0932 16:54:12
CLERK ID 2
RECEIPT NUMBER
C85009288-001-316-002-0

PURCHASE
TOTAL
\$10.00 ✓

VISA CREDIT
A0000000031010
85BBC0BCAD40A275
8080008000-6800
78B58716C164D6A3
8080008000-7800

APPROVED

AUTH# 023701 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

\$ 6.00
\$ 8.00
\$ 10.00

\$ 24.00

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE VISA
DATE 2018/11/30 ✓
TIME 5793 17:46:25
CLERK ID 1
INVOICE # 7779
RECEIPT NUMBER
H85062745-001-045-003-0
PURCHASE AMOUNT \$25.40 ✓
TIP s.22
TOTAL

VISA CREDIT
A0000000031010
CF27FEF7F55B0B79
0000000000-

APPROVED

AUTH# 087621 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

\$24.⁰⁰
+ \$25.⁴⁰

49.⁴⁰

BC 9 109
5759 SIDLEY STREET ✓
BURNABY BC

CARD *****s.17
CARD TYPE VISA
DATE 2018/12/03
TIME 8627 10 44:53
CLERK ID 01
RECEIPT NUMBER
C85026396-001-532-002-0

PURCHASE TOTAL
✓ \$95.00

VISA CREDIT
A0000000031010
D25B26C38A6E6AF3
8080008000-6800
1BFD45EBC208B268
8080008000-7800

APPROVED

AUTH# 036081 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Tsawwassen
To
Swartz Bay



FOOT AREA 5S

RECEIPT - PLEASE RETAIN
PURCHASE 2018/12/03 ✓

1 Adult 17.20

Total 17.20

Visa *****s.17 17.20 ✓

AUTH 086651 66277651 0018017938 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 03 Dec 2018 10:46:22



1007039 419611
SEE REVERSE SIDE OF TICKET

*Return to VIC
from FNLG.*

Transaction Details

Transaction Date	Dec 16, 2018 ✓
Posted Date	Dec 19, 2018
Debit	\$8.00 ✓
Transaction Description	BLACKTOP & CHECKER CABS#2 ✓ VANCOUVER BC CA
Card #	s.17

This is not an official record of your transaction.

s.22

Transaction Details

Transaction Date Dec 18, 2018 ✓

Posted Date Dec 19, 2018

Debit \$10.00 ✓

Transaction Description YELLOW CAB #29
VANCOUVER
BC

Card # CA ✓
s.17

This is not an official record of your transaction.

VICTORIA TAXI #66
1509 FAR. STON
VICTORIA, BC V8P2Z3
2508881910

SALE

MID: 5866186
TID: 001 REF#: 00000001
Batch #: 154
12/12/18 10:00:15
APPR CODE: 00609
VISA Chip
***** s.1 **/**

AMOUNT \$15.80
TIP s.22
TOTAL

APPROVED

VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSE: 78 00

BY ENTERING A SERVICE PIN CARDHOLDER AGREES
TO PAY ISSUER SUCH FEE IN ACCORDANCE WITH
ISSUER'S AGREEMENT WITH CARDHOLDER
IN ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU
PLEASE COME AGAIN

MEM. COPY

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 7419
 Page # : 1 of 1

*

Mr Will Beale
 Po Box 9055 Stn Prov Govt
 Victoria BC V8W9E2
 Canada

Arrival : 12-16-18
 Departure : 12-18-18

Date	Description	Additional Information	Charges	Credits
12-16-18	In Room Dining	Room# s.15 : CHECK# 5555 on BEA was for meeting	89.25	
12-16-18	Room Charge - Provincial Govt		✓ 189.00	
12-16-18	Destination Marketing Fee		✓ 2.44	
12-16-18	Hotel Room Tax	\$ 222.07 per night	✓ 21.06	
12-16-18	Room GST		✓ 9.57	
12-17-18	Room Charge - Provincial Govt		✓ 189.00	
12-17-18	Destination Marketing Fee		2.44	
12-17-18	Hotel Room Tax		21.06	
12-17-18	Room GST		9.57	
12-19-18	Deposit Transferred at C/I	s.22 William s.15 =>Beale Will s.15		533.39
Total			533.39	533.39
Balance Due			0.00	

GST Summary

Room : 19.14
 F&B : 3.75
 Other : 0.00
 Total : 22.89

HST Summary

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

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Will Beale	TELEPHONE NO. (250) 387-1978	DATE SUBMITTED 2019/01/18
MINISTRY/DIVISION/BRANCH Transportation and Infrastructure	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2018/12/16
		END DATE OF EVENT 2018/12/16

SECTION 2 – NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Media announcement preparation - 7 government employees, 1 consultant
 Claire Trevena, MO, MoTI Katie Robb, GCPE Stan Cowdell, Consultant
 Will Beale, MO, MoTI Aileen Machel, GCPE

Patrick Livolsi, DMO, MoTI
 Don Zadravec, DMO, MoTI
 Dallas Chislett, DMO, MoTI

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

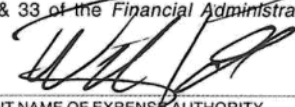
Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Will Beale, MO, MoTI

SECTION 4 – BUSINESS EXPENSE REQUESTED

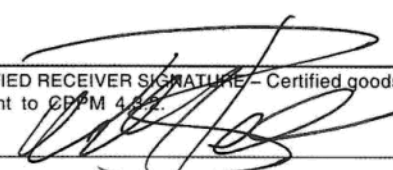
CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER <input checked="" type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	85.50
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: <u>Tax - Food</u>	6531	3.75
ESTIMATED TOTAL	\$	89.25

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 55001	SERVICE LINE 60410	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 5500102
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. 		
PRINT NAME OF EXPENSE AUTHORITY William Beale		DATE SIGNED YYYY / MM / DD 2019/01/18

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to CFPM 4.3.5 X 	REIMBURSEMENT TOTAL
--	----------------------------

BUSINESS EXPENSE APPROVAL FORM INSTRUCTIONS

BUSINESS MEETING AND PROTOCOL EVENT EXPENSE POLICY HIGHLIGHTS

Refer to *CPPM C.17* for Business Meeting and Protocol Event Expenses procedure.

- B.C. Government facilities should be used for business meetings/protocol events when available in accordance with **CPPM 18.3.4**.
- Meal expenses are not appropriate when a meeting can reasonably be adjourned over the meal period.
- A BEA form is not required for claims that are \$100 or less.

GENERAL INFORMATION

A Business Expense Approval (BEA) form may be used to obtain pre-approval and support claims for all costs associated with business meetings/protocol events, excluding travel costs for BC government employees and meeting registration fees. A BEA form can also be used for the purchase of protocol related gifts (e.g. when required for foreign dignitaries). One BEA Form is usually completed for each event. "Blanket" BEA forms may be used to cover costs of regularly scheduled meetings over a fiscal year – in these cases attach a photocopy of the BEA form to support receipts.

FORM COMPLETION

SECTION 1 – ORIGINATOR INFORMATION

This section should be completed by the originator of the business meeting/protocol event expense.

SECTION 2 – NAME/NATURE OF EVENT

Describe the nature of the expense. In general terms, name the event, the number of people and the affiliation of those attending. For example: Annual Regional Meeting – 20 BC Government employees, 2 service contractors.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section **only** if a meal is included in the claim. For all individuals who had their meal provided, identify their name and either the Ministry or company they are affiliated with. If necessary, attach a separate list. This information is required in order to cross reference to travel vouchers and service contract invoices to ensure duplicate meal claims are not made.

SECTION 4 – BUSINESS EXPENSES REQUESTED

Identify an estimated amount in the appropriate categories. Identify an "Estimated Total" for the claim. The estimated total should not be exceeded.

Subsequent approval for business meeting/protocol event expenses is not required when the actual cost exceeds the maximum estimated total cost, if **all** the following conditions are met:

- a) the nature of the business meeting/protocol event has not changed;
- b) the overage of costs is minimal (reasonable); and
- c) the actual amount remains within the approval level of the delegated ministry official who pre-approved the business meeting/protocol event expense.

If **ALL** conditions are not met, subsequent approval by the appropriate expense authority is required.

Enter the appropriate STOB if it is not identified (categories 6, 7 and 8).

SECTION 4 (cont'd)

Category 1: Identify the cost of the meeting room.

Category 2: Identify costs associated with renting equipment/furniture (e.g. overhead projectors, coffee machines, etc).

Category 3: Identify office services charged by the facility (e.g. photocopying, faxing, telephone charges).

Category 4: For business meetings/protocol events held in a government or commercial facility, identify the type of food and/or beverages provided.

Category 5: For business meetings/protocol events involving meals in restaurants, identify the type of meal.

Category 6: Identify costs associated with payments to event planners, speakers, performers, etc.

Category 7: Identify costs associated with paying travel expenses for non-BC Government participants.

Category 8: Identify any "other" business expenses not identified in Categories 1 through 7. "Other" would include protocol gifts for foreign dignitaries.

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

This section is to be completed and approved by the appropriate expense authority official prior to the event. Note that pre-approval may be obtained via e-mail instead of completing Section 5, as long as the e-mail request identifies the nature of the business expense and the estimated total. In these cases, attach the approved e-mail to the BEA form when submitting claims for processing.

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section **only** if reimbursing an employee for expenses they have paid personally. Enter the payee name, cheque mailing address, and reimbursement total. The employee signs as Qualified Receiver certifying for goods/services received. For other payees, the payee information will be reflected on their attached invoice.

Note: Forms are also available on the intranet at:
www.min.fin.gov.bc.ca/OCG/ocg/forms/forms.stm

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

INVOICE #

FORM USAGE

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


CHEQUE INFORMATION

Payee Name: William Beale Vendor #: _____ Loc. Code: _____
s.22
 Cheque Mailing Address: _____

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
1208/12/16	Food during a business meeting	\$89.25

Cheque Total

 2019/01/18
 Signature of Individual Receiving Reimbursement Date

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

CODING

Client: 034 Resp: 55001 Service Line: 60410 STOB: 6531 Project: 5500102

 2019/01/18
 Expense Authority Signature Date

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

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 7419
 Page # : 1 of 1

*

Mr Will Beale
 Po Box 9055 Stn Prov Govt
 Victoria BC V8W9E2
 Canada

Arrival : 12-16-18
 Departure : 12-18-18

Date	Description	Additional Information	Charges	Credits
12-16-18	In Room Dining	Room# s.15 : CHECK# 5555	89.25	
12-16-18	Room Charge - Provincial Govt		189.00	
12-16-18	Destination Marketing Fee		2.44	
12-16-18	Hotel Room Tax		21.06	
12-16-18	Room GST		9.57	
12-17-18	Room Charge - Provincial Govt		189.00	
12-17-18	Destination Marketing Fee		2.44	
12-17-18	Hotel Room Tax		21.06	
12-17-18	Room GST		9.57	
12-19-18	Deposit Transferred at C/I	s.22 _____ And 533.39 Beale William s.15 =>Beale Will :s.15		533.39
Total			533.39	533.39

Balance Due 0.00

GST Summary

Room : 19.14
 F&B : 3.75
 Other : 0.00
 Total : 22.89

HST Summary

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

Booking Statement for Harbour Air Seaplanes

Booking #

s.17

Invoice #s.17

Date

Sunday, Dec 16, 2018

Air Transportation Charges

Sked 200/300 : (St) GO Flex	1 @	\$186.64
-----------------------------	-----	----------

Departure

14:30

Victoria Harbour

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	1 @	\$0.00
---	-----	--------

Arrival

15:05

Vancouver Harbour

Sked 200 : Carbon Offset	1 @	\$0.65
--------------------------	-----	--------

Duration

35 minutes

Sked 200 : VHFC Terminal Fee	1 @	\$9.86
------------------------------	-----	--------

+ Goods and Services Tax		\$9.85
--------------------------	--	--------

1 Passenger(s) »

GoFlex

Beale, Will

Canadian Dollars		\$207.00
-------------------------	--	-----------------

Status:

KK- Confirmed

Master Card		\$207.00
-------------	--	----------

#***** ***:s.17

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

Waters, Leah TRAN:EX

From: passengerservices@helijet.com
Sent: December 17, 2018 9:11 AM
To: Waters, Leah TRAN: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	✓ Claire Trevena

Bookings s.22

Tuesday, December 18, 2018

711
10:00 Vancouver Harbour (Downtown)
10:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare
William Beale, Male

[Add to Calendar](#)

Invoice #362522

FARE-YWH-FULL__Winter18-19 \$309.52

+ GST ✓ \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total ✓ **\$325.00**

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

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