



### Travel Voucher (Restricted Use)

Control No.

E130212

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

<b>Name</b> Milne, Gala <b>Client Organization</b> Attorney General				<b>Employee ID</b> s.22 <b>Job Title</b> Ministerial Assistant				<b>Phone Number</b> (250) 387-1866 <b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2018/12/06			<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business					<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2														
<b>16. Travel Dates</b> 2018 11/28 11/29 11/30 12/01	<b>17. Places Travelled</b> *PCard <b>Destination</b> *Vic-Van Helijet Vancouver Vancouver Van-Vic BC Ferry			<b>18. Personal Vehicle Use</b> <b>Start</b> 0900 0000 0000 0700 <b>End</b> 2359 2359 2359 2359		<b>19. Other Transport Costs</b> <b>Km</b> 0.00 0.00 0.00 0.00 <b>Cost</b> 11.90 88.90		<b>20. &amp; 21. Meals</b> <b>Claim</b> F-B F-BL <b>Cost</b> 41.00 30.50 0.00 0.00		<b>22. Lodging Costs</b> 269.09 269.09		<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b> 36.76 <b>Describe</b> s.22		
	<b>TOTALS OF COLUMNS</b>		<b>36.</b> \$ 0.00		<b>37.</b> \$ 100.80		<b>38.</b> \$ 71.50		<b>39.</b> \$ 538.18		<b>40.</b> \$ 36.76		<b>Claim Total</b> \$ 747.24	
	<b>48. Client Code</b> 105 105 105 105		<b>49. Resp.</b> 15002 15002		<b>50. Service Line</b> 10005 10005		<b>51. STOB</b> 5701 6531		<b>52. Project</b> 1500000 1500000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ s.22 36.76	
	<b>Less Travel Advance</b> 105													
												<b>54.</b> \$ 747.24		
	<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.											<b>Print Name</b>		<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.											<b>Print Name</b>		<b>Date Signed</b>	

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

Page 1 of 31 FIN-2019-96174  
2018-12-17

## Audit Trail for Travel Voucher (Restricted Use) E130212 for Milne, Gala

13 audit trail record(s) returned.

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

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

2 note(s) returned.

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

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Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** Thursday, December 6, 2018 10:31 AM  
**To:** Addo, Wolfgang AG:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #

s.17

Name

Gala Milne

#### Booking s.22

Wednesday, November 28, 2018

Invoice #354308

710

FARE-YWH-FULL\_Winter18-19

\$309.52

09:35 Victoria Harbour (Downtown)

+ GST

\$15.48

10:10 Vancouver Harbour (Downtown)

Billing

\$309.52

35 minutes

Taxes

\$15.48

Grand Total

\$325.00

Confirmed

Mastercard

\$325.00

1 Passengers - Full-Fare

Date / Time

November 28, 2018 @ 9:14:51 AM

Gala Milne, Female

Summary

s.17

Add to Calendar

Expiration

Authorization

121450

Ms Gala Milne  
Victoria, BC s.22  
Canada

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

## INFORMATION INVOICE

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

Group Code : s.17  
Company Name : Federal Government Employees

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

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

**Balance Due CAD \$ 0.00**

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

**Guest Signature**

Ms Gala Milne  
Victoria, BC s.22  
Canada

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

# INFORMATION INVOICE

Page No. : 1 of 1  
Folio No. : s.22  
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Company Name : Federal Government Employees

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

<b>GST Tax Summary:</b>	s.15
Room GST:	23.20
F&B GST:	0.00
Other GST:	0.00
<b>Total GST:</b>	<b>23.20</b>

**Balance Due CAD \$ 0.00**

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

**Guest Signature**



Above CSA Rates  
Minister's Approval Required

Ms Gala Milne  
Victoria, BC s.22  
Canada

### INFORMATION INVOICE

Room Number : s.15  
Arrival Date : 30-NOV-2018  
Departure Date : 01-DEC-2018  
Page No. : 1 of 1  
Folio No. :  
Conf No. : s.22  
Invoice No. :  
Cashier No. : 217  
Membership No. :

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

**Balance Due CAD \$ 0.00**

**GST Tax Summary:** s.15

Room GST: 12.10  
F&B GST: 0.00  
Other GST: 0.00  
Total GST: 12.10

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

**Guest Signature**

Ms Gala Milne  
Victoria, BC s.22  
Canada

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

### INFORMATION INVOICE

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

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

<b>GST Tax Summary:</b>	s.15
Room GST:	12.10
F&B GST:	0.00
Other GST:	0.00
<b>Total GST:</b>	<b>12.10</b>

**Balance Due CAD \$ 0.00**

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

**Guest Signature**





**BUSINESS EXPENSE APPROVAL**  
for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

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

**SECTION 1 – ORIGINATOR INFORMATION**

NAME OF ORIGINATOR OF EXPENSE

Gala Milne

TELEPHONE NO.

( 250 ) 387-1866

YYYY / MM / DD

DATE  
SUBMITTED

2018/12/13

MINISTRY/DIVISION/BRANCH

Attorney General

LOCATION (CITY) OF EVENT

Vancouver

YYYY / MM / DD

START DATE  
OF EVENT

2018/11/30

YYYY / MM / DD

END DATE  
OF EVENT

2018/11/30

**SECTION 2 – NAME / NATURE OF EVENT**

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

The Canadian Bar Association Aboriginal Lawyers Forum Annual Holiday Banquet

s.22

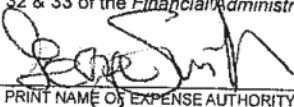
**SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS**

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

**SECTION 4 – BUSINESS EXPENSE REQUESTED**

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: s.22	6531	\$ 36.76

**SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL**

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

**SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION**

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

Gala Milne via travel claim

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

X

ESTIMATED TOTAL

\$ \$ 36.76

REIMBURSEMENT TOTAL

\$ 36.76

s.15

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

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

Tran. #: 5076

Interac Purchase  
From Default  
xxxxxxxxxxxxs.17  
AID: A0000002771010

Amount CAD\$36.76

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

CHANGE DUE	\$0.00
------------	--------

s.15

RECEIPT IS NEEDED FOR ALL RETURNS  
ITEMS MUST BE RETURNED WITHIN  
TWO WEEKS OF ORIGINAL PURCHASE.  
CALCULATORS, SOFTWARE AND HEADPHONES  
ARE NOT REFUNDABLE.

s.15

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

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

PURCHASE  
AMOUNT \$14.20  
TIP s.22  
TOTAL

\$

MasterCard  
A0000000041010  
0F7681ABF5E266F5  
0000008000-E800

APPROVED

AUTH# 100841 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

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

To  
Swartz Bay



LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/01

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

Total s.22  
Master Card  
\*\*\*\*\*S.17  
AUTH 184181 66277655 8018018178 S  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

TOTAL

\$74.70

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 01 Dec 2018 07:41:01



SEE REVERSE SIDE OF TICKET

BLUEBIRD CABS #14  
2612 QUADRA ST  
VICTORIA BC

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

PURCHASE  
AMOUNT \$11.90  
TIP s.22  
TOTAL

MasterCard  
A0000000041010  
26D6406BCA7FBEAD  
0000008000-E800  
B2E64A762376017B

APPROVED

AUTH# 121351 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



## Control No.

E130379

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

<b>5. Date Completed</b> 2019/01/10	<b>6. Fiscal Year</b> 2019	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Business		<b>Headquarters</b> Victoria

## 12. Mailing Address for Cheque

PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018	* Vic-Van Helijet (HJ)	1030	2359		0.00	12.40	F-B	41.00	31.65		
12/17	* Van-Vic Helijet (HJ)	1700	2359		0.00	17.00	F-D	33.25			

	36.	37.		38.	39.	40.	<b>Claim Total</b>
TOTALS OF COLUMNS	\$ 0.00	\$ 29.40		\$ 74.25	\$ 31.65	\$ 0.00	\$ 135.30

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
105	15002	10005	5701	1500000	s.22	\$ 135.30
105						
105						
105						

[illegible]

			AMOUNT DUE TO EMPLOYEE	54.	\$ 135.30
--	--	--	------------------------	-----	-----------

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
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57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
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**Audit Trail for Travel Voucher (Restricted Use) E130379 for Milne, Gala**

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/10 09:01:31	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2019/01/10 09:10:08	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2019/01/10 09:10:19	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2019/01/10 09:14:08	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2019/01/10 09:25:33	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2019/01/10 10:11:19	Milne, Gala (IDIR\GMILNE) Gala.Milne@gov.bc.ca		Initiated	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/01/10 10:16:32	Harder, Derrick (IDIR\DEHARDER) Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E130379 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2019/01/10 09:10:08	Addo, Wolfgang (IDIR\WOLFADDO) Wolfgang.Addo@gov.bc.ca	12/14/2018 Vic-Van Helijet \$ from P-Card, Cab \$12.40, Per Diem (F-B) \$41.00, s.22 s.22 . : \$ 31.65  12/17/2019 Van-Vic Helijet \$ from P-Card, Cab \$ 17.00, Per Diem (F-D) \$33.25

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## Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** January 4, 2019 10:42 AM  
**To:** Addo, Wolfgang AG:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

s.17

Name

Gala Milne

### Booking s.22

Friday, December 14, 2018

714

11:00 Victoria Harbour (Downtown)

11:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Gala Milne, Female

[Add to Calendar](#)

Invoice #363830

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 14, 2018 @ 10:29:54 AM

Summary

s.17

Expiration

Authorization

153829

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

Monday, December 17, 2018

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Gala Milne, Female

[Add to Calendar](#)

Invoice #363831

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 17, 2018 @ 5:12:48 PM

Summary s.17

Expiration

Authorization 153829

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



## Addo, Wolfgang AG:EX

**From:** passengerservices@helijet.com  
**Sent:** December 17, 2018 5:14 PM  
**To:** Addo, Wolfgang AG:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

s.17

Name

Gala Milne

### Booking s.22

**Monday, December 17, 2018**

**729**

**17:45 Vancouver Harbour (Downtown)**

**18:20 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Gala Milne, Female**

**Add to Calendar**

**Invoice #363831**

**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 17, 2018 @ 5:12:48 PM**

**Summary**

**s.17**

**Expiration**

**Authorization**

**153829**

YELLOW CAB  
817 FISHER STREET V8W1J8  
VICTORIA BC  
21852400  
VH2185240044

\*\*\*\* PURCHASE \*\*\*\*  
12-14-2018 10:28:24  
Acct # \*\*\*\*\* s.17 C  
Exp Date \*\*/\*\* Card Type MC  
Name: GALA MILNE  
A000000004 010 MasterCard

Operator: 44  
Trace # 17775  
Inv. # 44  
Auth # 132124 RRN 001647006

Purchase \$12.40  
Tip s.22  
Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.ca  
250-301-2222

YELLOW CAB #316  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\* s.17  
CARD TYPE MASTERCARD  
DATE 2018/12/17  
TIME 5437 08:50:00  
CLERK ID 1  
RECEIPT NUMBER  
C85042550-001-001-403-0

PURCHASE  
TOTAL

**\$17.00**

MasterCard  
A0000000041010  
BA6B13ED848F39B9  
0000008000-E800  
E7537AF3F6EA417C

**APPROVED**

AUTH# 115000 01-027  
THANK YOU

CARDHOLDER COPY

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GST105762447RT0001



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130258

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

<b>Name</b> Xia, Eveline ✓				<b>Employee ID</b> s.22		<b>Phone Number</b> (778) 679-5842					
<b>Client Organization</b> Environment and Climate Change Strategy				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2018/12/12		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Business				<b>Headquarters</b> MO -Victoria					
<b>12. Mailing Address for Cheque</b> Room 112 501 Belleville St Victoria, BC V8V 1X4											
<b>16. Travel Dates</b> 2018 12/05 12/06	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>
	Vic - Van	0700	2359		0.00	207.00	F-	51.50	145.00	15.00	cabs x 2
	Van - Vic	0700	2359		0.00	219.00	F-LDI	10.50		8.50	cab
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> ✓ \$ 426.00		<b>38.</b> ✓ \$ 62.00	<b>39.</b> ✓ \$ 145.00	<b>40.</b> ✓ \$ 23.50	<b>Claim Total</b> ✓ \$ 656.50
<b>48. Client Code</b> 048 048 048 048	<b>49. Resp.</b> 29005	<b>50. Service Line</b> 64000		<b>51. STOB</b> 5701	<b>52. Project</b> 2900000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 656.50		
<b>Less Travel Advance</b> 048											
									<b>54.</b> \$ 656.50 ✓		
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.											
					<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											
					<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.											
					<b>Print Name</b>			<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E130258 for Xia, Eveline**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/12 13:31:22	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/12/12 13:50:28	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2018/12/12 14:23:29	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Approved	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2018/12/17 11:04:01	Frampton, Caelie ✓ (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130258 for Xia, Eveline**

1 note(s) returned.

Created On	Author	Note
2018/12/12 13:31:22	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	12/05: Harbour Air Vic - Van, Hotel, Full Day Food, Cabs x 2 12/06: Harbour Air Van - Vic, Breakfast, Cab

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Thu Dec 06/2018 07:31

Leuz

**Surname** Xia  
**First Name** Eveline ✓  
**Address 1** 501 Beelville St  
**Address 2**  
**City** Victoria  
**Province/State** BC  
**Country** s.22  
**Postal/Zip** s.22  
**Phone** s.22  
**Conf #** s.22  
**Corporate**  
**IATA #**

**Arrival Date** Dec 5, 2018  
**# of Nights** 1  
**Dept Date** Dec 6, 2018  
**Room #** s.15  
**Room Type** s.15,s.22  
**# of Guests** 1/ ✓  
**Rate Type** Provincial Government Rate  
**Amount** \$125.00  
**A/R Account**  
**Group Ref #**

Posting Date	Billing Code	Note Identifier	Amount
Dec 5, 2018	Provincial Government Rate	CSA approved single rate, ok ✓	\$125.00
Dec 5, 2018	s.15		\$6.25
Dec 5, 2018			\$10.00
Dec 5, 2018			\$3.75
<b>Total</b>			<b>\$145.00</b>

**Billing Code Summary**

s.15 \$6.25  
 \$3.75  
 \$10.00  
 Provincial Government Rate \$125.00

138918503RT

YELLOW CAB #53  
 1441 CLARK DR  
 VANCOUVER BC

CARD \*\*\*\*\*  
 CARD TYPE MASTERCARD  
 DATE 2018/12/06  
 TIME 0539 07:40:31  
 CLERK ID 1  
 RECEIPT NUMBER  
 C85054759-001-001-717-0

PURCHASE  
 TOTAL

**\$8.50**

MasterCard  
 A0000000041010  
 BDC8D74E8B0B6A53  
 0000008000-E800  
 982ACA3C4014A7CF

**APPROVED**

AUTH# 104031  
 01-027  
 THANK YOU

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GST105762447RT0001

Statement Report

s.22

2018/12/04 to 2019/01/03

Xia Eveline - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
s.22						   
						   
						   
						   
						   
✓	2018/12/06 s.15	i Sui	.	15.54	145.00	   
s.22						   

[Export to Excel](#) [Export to PDF](#)

BLUEBIRD CABS #5  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/12/05 ✓  
TIME 5630 07:20:07  
RECEIPT NUMBER  
C85068544-001-178-003-0  
PURCHASE  
TOTAL

**\$8.00**

MasterCard  
A0000000041010  
F7BC2ED2D750ADFD  
000008000-E800  
4A1F05EBFDD6B525

**APPROVED**

AUTH# 102007 01-027  
THANK YOU

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PHONE.250.382.2222

BLACKTOP & CHECKER  
CABS#372  
777 PACIFIC ST  
VANCOUVER BC

**\*DUPLICATE\***

CARD \*\*\*\*\*s.17  
CARD TYPE MASTERCARD  
DATE 2018/12/05 ✓  
TIME 0084 11:00:18  
CLERK ID 1  
RECEIPT NUMBER  
C85000681-001-779-003-0

PURCHASE  
TOTAL

**\$7.00**

MasterCard  
A0000000041010  
E761F1B738B2603B  
000008000-E800  
6C486922B1E94CA1

**APPROVED**

AUTH# 140018 01-027  
THANK YOU

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IMPORTANT - RETAIN THIS  
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Eveline Xia  
Thursday, December 6, 2018  
1 Passenger(s) ✓

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

**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 : (Pk) GO F \$198.07 CDN

Goods and Services Tax \$20.27 GST

Grand Total \$426.00 CDN

Payment Information:

Master Card \$426.00 CDN

Date/Time 05/12/2018 7:23:52 AM  
Station HYWHCS05  
Terminal ID HYWHCC05  
Action Purchase  
Card Type M/C  
Card Number \*\*\*\* \*s.17  
Amount \$426.00  
Authorization 102352  
Trace Number 183001001009  
Response 00-001/APPROVED 102352  
Chip ID A0000000041010  
TVR/TSI 000008000/E800

Master Card -\$219.00 CDN

Date/Time 05/12/2018 7:24:18 AM  
Station HYWHCS05  
Terminal ID HYWHCC05  
Action Refund  
Card Type M/C  
Card Number \*\*\*\* \*s.17 ✓  
Amount -\$219.00  
Authorization 07241R  
Trace Number 183001001010  
Response 00-000/APPROVED 07241R



## Drew, Ashley ENV:EX

**From:** reservation@harbourair.com  
**Sent:** December 12, 2018 1:21 PM  
**To:** Drew, Ashley ENV:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

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

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

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

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

Harbour Air Team

### Customer Information

<b>Account</b>	HAS #	s.17
	Name	Eveline Xia

### Booking s.17

**Wednesday, December 5, 2018** ✓

**Flight #204A**

**08:00 Victoria Harbour / Map** ✓

**08:35 Vancouver Harbour / Map** ✓

**35 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

• **Eveline Xia, Female** ✓

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

**Grand Total \$207.00**

[Add to Calendar](#)

Master Card

\$207.00

Date / Time December 5, 2018 @ 7:23:56 AM

Summary s.17

Name

Expiration

Authorization 102352

**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 s.17

Thursday, December 6, 2018 ✓

Flight #205/Twin Otter

08:00 Vancouver Harbour / Map 

08:35 Victoria Harbour / Map  ✓

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

All Skeds - Baggage : Checked Baggage Fee \$0.00

+ Goods and Services Tax \$10.42

Billing \$208.58

Taxes \$10.42

Eveline Xia, Female ✓

**Grand Total** **\$219.00**

Add to Calendar

**Master Card** **\$219.00**

Date / Time December 5, 2018 @ 7:23:56 AM

Summary s.17

Name

Expiration

Authorization 102352

**Master Card** **(\$219.00)**

Date / Time December 5, 2018 @ 7:24:19 AM

Summary s.17

Expiration

Authorization 07241R

**Master Card** **\$219.00**

Date / Time December 6, 2018 @ 7:44:19 AM

Summary s.17

Name

Expiration

Authorization 104415

**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



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130401

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

<b>Name</b> Xia, Eveline				<b>Employee ID</b> s.22				<b>Phone Number</b> (778) 679-5842					
<b>Client Organization</b> Environment and Climate Change Strategy				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2019/01/14			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> MO				
<b>12. Mailing Address for Cheque</b> Room 112 501 Belleville St Victoria, BC V8V 1X4													
<b>16. Travel Dates</b> 2018 12/07- 12/06	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>			
	<b>Destination</b> Victoria	<b>Start</b> 0700	<b>End</b> 2359	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b>	<b>Cost</b> 0.00		<b>Cost</b> 39.32	<b>Describe</b> Car Rental (MOD)		
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00		<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00		<b>39.</b> \$ 0.00		<b>40.</b> \$ 39.32	<b>Claim Total</b> \$ 39.32
<b>48. Client Code</b> 048 048 048 048	<b>49. Resp.</b> 29005	<b>50. Service Line</b> 64000		<b>51. STOB</b> -5701- 5702		<b>52. Project</b> 2900000		<b>45. Supplier Code</b> s.22		<b>Amount</b> \$ 39.32			
<b>Less Travel Advance</b> 048													
										<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 39.32	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>			<b>Date Signed</b>				
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>				
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>				

**Audit Trail for Travel Voucher (Restricted Use) E130401 for Xia, Eveline**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/14 15:23:31	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Saved	Xia, Eveline Eveline.Xia@gov.bc.ca
2019/01/14 15:29:47	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Xia, Eveline Eveline.Xia@gov.bc.ca	Notified	Xia, Eveline Eveline.Xia@gov.bc.ca
2019/01/15 09:21:12	Xia, Eveline (IDIR\EXIA) Eveline.Xia@gov.bc.ca		Approved	Frampton, Caelie Caelie.Frampton@gov.bc.ca
2019/01/15 09:36:29	Frampton, Caelie (IDIR\CFRAMPT) Caelie.Frampton@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130401 for Xia, Eveline**

1 note(s) returned.

Created On	Author	Note
2019/01/14 15:23:31	Frampton, Caelie (IDIR\ADREW) Caelie.Frampton@gov.bc.ca	Dec 7: Car rental in Victoria to drive MGH to media events

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Eveline Xia  
s.22

## your modo carsharing invoice

Modo account no.	17-17422
Invoice date	Jan 7, 2019
Invoice no.	s.22
December rate plan	Modo Plus
Kilometres driven	17
Bookings	1
GST/HST registration	88924 5080 RT

invoice summary		charges for December usage	
Previous invoices	\$20.38	Administration fees	\$0.00
Payments received	-\$20.38	Usage fees	\$35.10
Expenses claimed	\$0.00	GST	\$1.76
Outstanding balance	\$0.00	PST	\$2.46
New charges	\$39.32	New charges	\$39.32
Current balance	\$39.32		
payable by January 28, 2019			\$39.32

Pay your invoice online! Find us listed under your payee options as "Modo the Car Co-op".

To pay by cheque, make it payable to Modo and write your account number in the note section. Cheques can be sent to 200 - 470 Granville Street, Vancouver BC, V6C 1V5.

Interest is charged at 1.25% per month on or after the 5<sup>th</sup> of each month on overdue amounts of \$10.00 or more. If any part of this bill has been paid or is being adjusted, please deduct and pay the balance.

Charges billed on this invoice will be deemed correct if not disputed within 21 days of the invoice date.

updates & savings
As of January 7, 2019, you are signed up for automatic Credit Card payment; you will be charged on or after January 26, 2019.
As a Modo Plus member, you saved \$21.17!

December 2018 usage details			
	subtotal	taxes	total
Thank you for your Visa payment of \$20.38 on December 25, 2018.			-\$20.38
This bill is for your vehicle usage in December 2018. You drove 17 kilometres during 1 booking this month.			
On December 6, 2018 from 9:30 am to 3:30 pm, you drove 17 km in the Johnson Street Parkade vehicle, #955. Time: \$30.00, km: \$5.10. GST: \$1.76. PST: \$2.46.	✓ \$35.10	\$4.22	\$39.32

**Modo Co-operative - A Proud Vancity  
Business Member**  
200 - 470 Granville Street, Vancouver BC, V6C 1V5  
604.685.1393 info@modo.coop