



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130143

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 van Baarsen, Amanda				Employee ID s 22				Phone Number (250) 356-0179			
Client Organization Advanced Education, Skills and Training				Job Title Sr. Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2018/11/22			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Meetings with Minister			Headquarters Victoria					
12. Mailing Address for Cheque Advanced Education and Skills Training Rm 133, Parliament Buildings 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	Costs	Claim	Cost	Cost	Describe	
	11/15 Vancouver (HJ)	0800	2359		0.00	337.00	F-BL	30.50		30.75	personal residence
	11/16 Victoria Ferry	0700	1815		0.00	17.20	F-	51.50			
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 354.20	38. \$ 82.00		39. \$ 0.00	40. \$ 30.75	Claim Total \$ 466.95
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount	
019		1100001	18000		5701	1100000		s.22		\$ 141.95	
019		11001	18000		5711	1100000				\$ 325.00	
019											
019											
Less Travel Advance											
019											
AMOUNT DUE TO EMPLOYEE										54. \$ 466.95	
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) E130143 for van Baarsen, Amanda

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/22 15:28:06	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/11/23 12:26:34	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/11/26 12:17:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/11/26 12:18:08	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/11/26 12:18:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/07 11:20:34	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/12/07 15:53:07	Snoddon, Michael (IDIR\MSNODDON) Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130143 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2018/11/26 12:17:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Nov 15, 2018 - cab to Helijet to p/u Minister - travel to event - share ride to Helijet Vic/Van (pd by m/c) - personal ride to personal residence - o/n Nov 16, 2018 - share ride to meetings and event - share ride to BC Ferry Van/Van (17.20 pd by m/c) - personal ride home.

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BLUEBIRD CABS #8
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/15
TIME 0385 08:07:24
RECEIPT NUMBER
C85058367-001-160-003-0

PURCHASE
TOTAL

\$12.00

MasterCard
A0000000041010
44A8C36913B61F3A
0000008000-E800
E3603BC96D3E025D

APPROVED

AUTH# 110724 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Tsawwassen
To
Swartz Bay



Victoria BC Canada V8W 0B7

FOOT AREA 5S

RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/16

1	Adult	17.20
Total		17.20
Master Card		
*****s.17		17.20
AUTH 185939 66277649 0010011900 S		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY

TSA 16 Nov 2018 15:59:39



1007014 263833
97736

SEE REVERSE SIDE OF TICKET

HELIJET INTERNATIONAL

Helijet International Inc
5911 Airport Rd S
Vancouver International Airport
BC V7B 1B5
Toll Free (800)665 4354
info@helijet.com
www.helijet.com

15/11/2018 1:04:27 PM
GST: R102320165

CUSTOMER COPY

Cancellation Required 5pm Day Prior
Check-in is 20 Minutes Prior to Departure
50lb Baggage Allowance
Full Rules available on Helijet.com

**Carriage is subject to the applicable
tariffs, conditions of carriage and
related regulations available at Helijet
We(the "carrier") hereby invite the
public at any time to request a copy
of our tariffs for the domestic service
we provide**
Booking s.17

Amanda Van Baarsen
Thursday, November 15, 2018
1 Passengers

718
Departs 13:45 @ Victoria Harbour (Downtown
)
Arrives 14:20 @ Vancouver Harbour (Downtown
)

Invoice #: s.17

1x FARE-YWH-FULL_Winter18-1 \$309.52 CAD

GST \$15.48 GST
Grand Total \$325.00 CAD

Payment Information:

Mastercard \$325.00 CAD

Date/Time 15/11/2018 1:03:58 PM
Station JYWHCS05
Terminal ID W66248403
Action Purchase/Telephone
Card Type M/C
Card Number **** * s.17
Amount \$325.00
Authorization 160359
Trace Number 0011830270
Response 01-005/APPROVED 160359

CUSTOMER COPY

Thank you for flying with Helijet!



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130198

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Name van Baarsen, Amanda		Employee ID s.22		Phone Number (250) 356-0179	
Client Organization Advanced Education, Skills and Training		Job Title Sr. Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2018/12/04		6. Fiscal Year 2019		7. Special Cheque Issue	
8. Cheque Stub Information		14. Reason for Travel staffing Minister		Headquarters Victoria	
12. Mailing Address for Cheque Advanced Education and Skills Training Rm 133, Parliament Buildings Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled *PCard			18. Personal Vehicle Use	
	Destination	Start	End	Km	Cost
2018					
11/28	* Vancouver (HA)	0745	2359	0.00	22.20
11/29	Vancouver	0700	2359	0.00	6.90
11/30	Vancouver	0700	2359	0.00	
12/01	* Victoria (HA)	0700	1445	0.00	20.90
12/05	* Vancouver (HJ)	1800	2359	0.00	16.49
12/06	Vancouver	0700	2359	0.00	35.26
12/07	* Victoria (HJ)	0700	0840	0.00	45.20
12/09	* Vancouver (HJ)	1745	2359	0.00	22.60
12/10	Vancouver	0700	1810	0.00	9.40
12/11	* Victoria (HJ)	0700	1000	0.00	10.40
TOTALS OF COLUMNS				36.	37.
				\$ 0.00	\$ 189.35
				38.	39.
				\$ 315.50	\$ 909.81
				40.	Claim Total
				\$ 63.30	\$ 1477.96
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
019	11000 ⁰¹	18000	5701	1100000	s.22
019					
019					
019					
Less Travel Advance					54.
019					\$ 1477.96
AMOUNT DUE TO EMPLOYEE					
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) E130198 for van Baarsen, Amanda

14 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/04 11:03:44	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/04 11:12:15	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/04 11:46:51	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/10 11:05:11	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/10 11:15:10	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/10 11:23:29	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/10 11:29:07	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/13 14:59:36	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/14 12:44:35	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/14 12:51:17	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/14 12:55:59	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/14 13:00:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2018/12/14 13:54:35	van Baarsen, Amanda (IDIR\AVANBAAR) Amanda.vanBaarsen@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2018/12/14 13:57:25	Snoddon, Michael (IDIR\MSNODDON) Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130198 for van Baarsen, Amanda

4 note(s) returned.

Created On	Author	Note
2018/12/04 11:46:51	Flesh, Cindy (IDIR\FLESH) Cindy.Flesh@gov.bc.ca	Nov 28th-Bluebird cab (22.20 pd by m/c) to Harbour Air Vic/Van (pd by p/c)- walk to hotel (pd by m/c)-o/n-Nov 29th-walk to meetings-Blacktop Cab (6.90 pd by m/c) to hotel (pd by m/c)-o/n-Nov 30th-walk to meeting-walk to hotel (pd by m/c)-o/n-Dec 1st-Yellow Cab (5.60 pd by m/c) to Helijet Van/Vic (pd by p/c)-Bluebird cab (15.30 pd by m/c) to home
2018/12/14 12:44:35	Flesh, Cindy (IDIR\FLESH) Cindy.Flesh@gov.bc.ca	Nov 28, 2019 - Bluebird Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - walk to mtgs - walk to hotel (pd by m/c) to hotel - o/n Nov 29, 2018 - walk to mtgs - Blacktop cab (pd by m/c) to hotel (pd by m/c) - o/n Nov 30, 2018 - walk to mtgs - walk to hotel (pd by m/c) - o/n Dec 1, 2018 - Yellow cab (pd by m/c) to Helijet Van/Vic (pd by p/c) - Bluebird cab (pd by m/c) to home.
2018/12/14 12:51:17	Flesh, Cindy (IDIR\FLESH) Cindy.Flesh@gov.bc.ca	Dec 5, 2018 - Bluebird cab (pd by m/c) to helijet Vic/Van (pd by p/c) - EVO (pd by m/c) to hotel (pd by m/c) - o/n Dec 6, 2018 - Yellow cab (pd by m/c) to mtgs - Car2go (pd by m/c) to event and back to hotel (pd by m/c) - o/n Dec 7, 2018 - Yellow cab (pd by m/c) to helijet Van/Vic (pd by p/c) - Yellow cab (pd by m/c) tome.
2018/12/14 12:55:59	Flesh, Cindy (IDIR\FLESH) Cindy.Flesh@gov.bc.ca	Dec 9, 2018 - Bluebird cab (pd by m/c) to helijet (pd by p/c) - person ride to personal residence - o/n Dec 10, 2018 - Vancouver Taxi (pd by m/c) to helijet Van/Vic (flight cancelled) personal ride to personal residence - o/n Dec 11, 2018 - personal ride to Helijet (pd by p/c) Van/Vic (pd by p/c) Victoria Taxi (pd by m/c) to buildings

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BLUEBIRD CABS #79
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/28
TIME 0714 07:32:35
RECEIPT NUMBER
C85030671-001-018-003-0

PURCHASE
TOTAL

\$22.20

MasterCard
A0000000041010
0AB0FFF038A97F8D
0000008000-E800
02590B67A192E974

APPROVED

AUTH# 103235 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP & CHECKER
CABS#97
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/29
TIME 5489 20:02:02
CLERK ID 2
RECEIPT NUMBER
C85046287-001-989-010-0

PURCHASE

AMOUNT \$6.90
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
120C9B9B2CA39A5F
0000008000-E800
4799FEBB8A2AAB1A

APPROVED

AUTH# 230202 01-027
THANK YOU

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IMPORTANT - RETAIN THIS
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DUPLICATE

YELLOW CAB #303
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/01
TIME 5301 08:33:03
CLERK ID 1
RECEIPT NUMBER
C85038845-001-026-886-0

PURCHASE
AMOUNT \$5.60
TIP s.22
TOTAL

MasterCard
A0000000041010
96D5902799B814D8
0000008000-E800
8555ADEB243F8D22

APPROVED

AUTH# 113303 01-027
THANK YOU

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BLUEBIRD CABS #32
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/01
TIME 5266 11:46:01
RECEIPT NUMBER
C85021050-001-060-008-0

PURCHASE
TOTAL

\$15.30

MasterCard
A0000000041010
DAB3639B2E931BCD
0000008000-E800
2E97C56BDEE976F8

APPROVED

AUTH# 144601 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 10051
 Page # : 1 of 1

Ms Amanda Van Baarsen
 Canada

Arrival : 11-28-18
 Departure : 12-01-18

Date	Description	Additional Information	Charges	Credits
11-28-18	Room Charge - Provincial Govt		189.00	
11-28-18	Destination Marketing Fee		2.44	
11-28-18	Hotel Room Tax		21.06	
11-28-18	Room GST		9.57	
11-29-18	Room Charge - Provincial Govt		189.00	
11-29-18	Destination Marketing Fee		2.44	
11-29-18	Hotel Room Tax		21.06	
11-29-18	Room GST		9.57	
11-30-18	Room Charge - Provincial Govt		189.00	
11-30-18	Destination Marketing Fee		2.44	
11-30-18	Hotel Room Tax		21.06	
11-30-18	Room GST		9.57	
12-01-18	Mastercard	XXXXXXXXXXXX's.22	XX/XX	666.21
Total			666.21	666.21
Balance Due			0.00	

GST Summary

Room : 28.71
 F&B : 0.00
 Other : 0.00
 Total : 28.71

HST Summary

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

Flesh, Cindy AEST:EX

From: reservation@harbourair.com
Sent: November 26, 2018 9:48 AM
To: Flesh, Cindy AEST: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	Amanda Van Baarsen
	Company	Ministry Of Advanced Education And Skills Training

Booking s.17		
Wednesday, November 28, 2018	Invoice s.17	
Flight #2040	Air Transportation Charges	
08:30 Victoria Harbour / Map	Sked 200/300 : (St) GO Flex	\$186.64
09:05 Vancouver Harbour / Map	Taxes, Fees and Charges	
35 minutes	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
KK- Confirmed	All Skeds - Baggage : Checked Baggage Fee	\$0.00

1 Passenger(s) - GoFlex
Amanda Van Baarsen, Female

[Add to Calendar](#)

Billing	\$197.15
Taxes	\$0.00
Grand Total	\$197.15

Turbobucks	\$197.15
------------	----------

Date / Time November 26, 2018 @ 9:47:22 AM

Summary s.17

Service

Ticket

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

Saturday, December 1, 2018

Flight #2190/Twin Otter
15:30 Vancouver Harbour / [Map](#) 

Invoice s.17

Air Transportation Charges

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

16:05 Victoria Harbour / [Map](#)

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Amanda Van Baarsen, Female

[Add to Calendar](#)

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
Billing	\$197.15
Taxes	\$0.00
Grand Total	\$197.15

Turbobucks \$197.15

Date / Time November 26, 2018 @ 9:47:22 AM

Summary s.17

Service

Ticket

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

BLUEBIRD CABS #1
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/05
TIME 5029 18:15:00
RECEIPT NUMBER
C85003482-001-042-008-0

PURCHASE
TOTAL

\$9.60

MasterCard
A0000000041010
B0C04DC077784FD0
0000008000-E800
6EE7A54C3C15F53E

APPROVED

AUTH# 211500 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #316
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/06
TIME 7262 08:43:12
CLERK ID 1
RECEIPT NUMBER
C85042550-001-001-150-0

PURCHASE
AMOUNT \$15.50
TIP s.22
TOTAL

\$

MasterCard
A0000000041010
4BE491AB19B81C78
0000008000-E800
39E93649C5604719

APPROVED

AUTH# 114312 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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GST105762447RT0001

Billing

Activity for: December ▼ 2018 ▼ GO

This statement reflects charges to your credit card during the month. Trips taken near the end of the month may appear on the following month's statement.

My Trips

Start Date	End Date	Duration dd:hh:mm	License plate	Km	You paid
2018-12-05 07:16 PM	2018-12-05 07:17 PM	00:00:01	AE2 29K	0	\$0.46
2018-12-05 07:21 PM	2018-12-05 07:35 PM	00:00:14	AE2 29K	4	\$6.43

Other charges

No records.

All content © 2018 Evo Car Share



Service Provider / Fournisseur de service:
 car2go Canada, Ltd • 321 Water Street Ste. 330 • Vancouver, BC V6B 1B8

Invoice / Facture

Miss / Mademoiselle Amanda Rose van Baarsen
 s.22

Customer number: s.22
 Invoice number/Numéro de
 facture:
 Date/Date: 12/06/2018
 Period from/Période du: 12/06/2018
 To/Au: 12/06/2018
 E-Mail/Courriel: accounting.na@car2go.com

HST/GST/PST #83108 3712 RT0001

Customer / Client: Amanda van Baarsen

Trips										
Date	Time / Heure	Distance in / en km	car2go	Start / Départ	Destination	Net	Sales Tax Amount / Montant des taxes de vente	Total Amount / Montant total		
						\$	%	\$	\$	\$
12/06/18	04:44 PM	8.0	smart fortwo	1636 E 2nd Ave, Vancouver, BC V5N 1C9	1035 Cambie St, Vancouver, BC V6B 6J5					
	05:35 PM		FB377B							
	Drive duration: 52 min					16.64	12.00	2.00		18.64
	Driver Protection Fee					1.00	12.00	0.12		1.12
	HST/GST						5.00	0.88		
	PST						7.00	1.23		
	Subtotal / Sous-total					17.64		2.12		19.76
						Net	Sales Tax Amount / Montant des taxes de vente	Total Amount / Montant total		
						\$	%	\$	\$	
						17.64	12.00	2.12		19.76
					Grand Total	17.64		2.12		19.76

C/O 12/07/2018 06:41 AM MP

Registered To:
 VAN BAARSEN, AMANDA
 GOVERNMENT RATES
 501 BELLEVILLE AVENUE
 Victoria, BC V8V 1X4

(250) 356-0179

Room # s.15
 Conf # s.22
 Arrival 12/05/18
 Departure 12/07/18
 Room Type s.15;s.22
 Guests 1 / 0
 Payment Visa/Master
 Acct XXXX-XXXX-XXXXs.17

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
12/05/18	Admin	RC	ROOM CHRG REVENUE			\$105.00
12/05/18	Admin	91	ROOM GST			\$5.25
12/05/18	Admin	9	ROOM TAX			\$11.55
12/06/18	MP	RC	ROOM CHRG REVENUE			\$105.00
12/06/18	MP	91	ROOM GST			\$5.25
12/06/18	MP	9	ROOM TAX			\$11.55
12/07/18	MP	MC	PAYMENT MASTERCARD			\$243.60-

Balance Due	\$0.00
--------------------	---------------

The undersigned guest agrees to pay the amount indicated on this bill. If the charges are to be billed to a "THIRD PARTY", the undersigned agrees to be personally liable for payment of the charges in the event that the indicated THIRD PARTY, PERSON, COMPANY or ASSOCIATION fails to pay for any part or the full amount of such charges.

 Signature

YELLOW CAB #228
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/07
TIME 8637 06:55:08
CLERK ID 1
RECEIPT NUMBER
C85062875-001-001-278-0

PURCHASE
TOTAL

\$13.50

MasterCard
A0000000041010
E2804DB606611A08
0000008000-E800
4E2F442176E04E3F

APPROVED

AUTH# 095508 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB
817 FIGGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240073

**** PURCHASE ****

12-07-2018 08:38:09
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: AMANDA VAN BAARSEN
A0000000041010 MasterCard

Operator: 226
Trace # 10922
Inv. # 26
Auth # 113809 RRN 001400002

Total **\$31.70**

(001) APPROVED-THANK YOU

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Customer copy

www.yellowcabvictoria.com
250-381-2222

Flesh, Cindy AEST:EX

From: Hubley, Holly AEST:EX
Sent: December 10, 2018 11:10 AM
To: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: passengerservices@helijet.com <passengerservices@helijet.com>
Sent: December 5, 2018 6:17 PM
To: Hubley, Holly AEST:EX <Holly.Hubley@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	Amanda Van Baarsen

Booking # s.22		
Wednesday, December 5, 2018	Invoice #359679	
858	FARE-YWH-FULL_Winter18-19	\$309.52
18:40 Victoria Harbour (Downtown)	+ GST	\$15.48
19:15 Vancouver Harbour (Downtown)		

35 minutes	Billing	\$309.52
	Taxes	\$15.48
Confirmed	Grand Total	\$325.00
1 Passengers - Full-Fare	Mastercard	\$325.00
Amanda Van Baarsen, Female	Date / Time	December 5, 2018 @ 6:16:11 PM
<u>Add to Calendar</u>	Summary	s.17
	Expiration	
	Authorization	114252
	Fully Changeable / Refundable up to 5pm the day prior to departure.	
	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.	
	Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)	

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#: R102320165

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

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

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

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Flesh, Cindy AEST:EX

From: passengerservices@helijet.com
Sent: December 14, 2018 12:20 PM
To: Flesh, Cindy AEST: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	Amanda Van Baarsen

Booking s.22

Friday, December 7, 2018	Invoice #359681	
703	FARE-YWH-FULL_Winter18-19	\$309.52
07:30 Vancouver Harbour (Downtown)	+ GST	\$15.48
08:05 Victoria Harbour (Downtown)	Billing	\$309.52
Dropoff:	Taxes	\$15.48
Shuttle Requested	Grand Total	\$325.00
35 minutes	Mastercard	\$325.00
Confirmed	Date / Time	December 7, 2018 @ 6:58:08 AM
	Summary	s.17
1 Passengers - Full-Fare	Expiration	
Amanda Van Baarsen, Female	Authorization	114252

BLUEBIRD CABS #12
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/09
TIME 6869 17:26:54
RECEIPT NUMBER
C85069258-001-590-012-0

PURCHASE
TOTAL
\$22.60

MasterCard
A0000000041010
45D746B347E3E939
0000008000-E800
FF8A1BF20E6E7A5E

APPROVED
AUTH# 202654 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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PHONE .250.382.2222

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/10
TIME 0611 16:18:20
CLERK ID 1
INVOICE # 785673
RECEIPT NUMBER
C85054618-001-574-001-0

PURCHASE
TOTAL
\$9.40

MasterCard
A0000000041010
CABC852CB2B92448
0000008000-E800
BC934E700765A4F3

APPROVED
AUTH# 191820 01-027
THANK YOU

CARDHOLDER COPY

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DUPLICATE

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

VICTORIA TAXI # 32
2925 DOUGLAS ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/12/11
TIME 0287 10:15:34
RECEIPT NUMBER
C85012229-001-001-742-0

PURCHASE
TOTAL
\$10.40

MasterCard
A0000000041010
D9986828B5515B07
0000008000-E800
1EA99A8D9300E27F

APPROVED
AUTH# 131534 01-027
THANK YOU

CARDHOLDER COPY

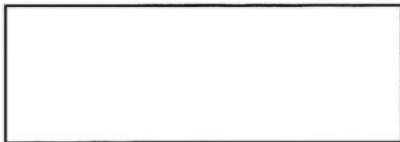
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Flesh, Cindy AEST:EX

From: Hubley, Holly AEST:EX
Sent: December 7, 2018 1:34 PM
To: Flesh, Cindy AEST:EX; van Baarsen, Amanda AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: passengerservices@helijet.com <passengerservices@helijet.com>
Sent: December 7, 2018 1:27 PM
To: Hubley, Holly AEST:EX <Holly.Hubley@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	Amanda Van Baarsen

Booking s.22

Sunday, December 9, 2018

Invoice #361576

790

FARE-YWH-OffPeak_2018 \$219.05

18:20 Victoria Harbour (Downtown)

+ GST \$10.95

18:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Amanda Van Baarsen, Female

[Add to Calendar](#)

Billing	\$219.05
Taxes	\$10.95
Grand Total	\$230.00

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.

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

Booking s.22

Monday, December 10, 2018

727

17:10 Vancouver Harbour (Downtown)

17:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Amanda Van Baarsen, Female

[Add to Calendar](#)

Invoice #361577	
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.

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)

Flesh, Cindy AEST:EX

From: passengerservices@helijet.com
Sent: December 11, 2018 8:34 AM
To: Flesh, Cindy AEST: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	Amanda Van Baarsen

Booking s.22

Tuesday, December 11, 2018

707

09:10 Vancouver Harbour (Downtown)

09:45 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Amanda Van Baarsen, Female

Invoice #362638

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 11, 2018 @ 8:33:32 AM

Summary s.17

Expiration

Authorization 113330



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130038

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 Harrison, Veronicas.		Employee ID s.22		Phone Number (250) 952-7622								
Client Organization Education		Job Title Sr. Ministerial Assistant		Travel Group Code 3								
5. Date Completed 2018/11/08		6. Fiscal Year 2019		7. Special Cheque Issue								
Type of Travel In Province		14. Reason for Travel Accompanying Minister on travel		8. Cheque Stub Information								
12. Mailing Address for Cheque ,												
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
	11/02 11/03	*Vancouver - HA *Vancouver - Heli	0900 0700			1800 1230	0.00 0.00		127.50 31.00	s.22 s.22	F-B H-	41.00 25.75
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 158.50		38. \$ 66.75	39. \$ 182.13	40. \$ 0.00	Claim Total \$ 407.38		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount					
062 062 062 062	22001062	06000-22001	5701	2200000	s.22		\$ 407.38					
Less Travel Advance												
062												
									54. AMOUNT DUE TO EMPLOYEE			
									\$ 407.38			
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) E130038 for Hahn, Andra

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/08 10:17:00	Harrison, Veronicas.2 (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/11/08 10:33:44	Harrison, Veronicas.2 (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Recalled	Harrison, Veronicas.2 Andra.Hahn@gov.bc.ca
2018/11/08 10:35:33	Harrison, Veronicas. (IDIR\AHAHN) Andra.Hahn@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/11/08 11:35:25	Harrison, Veronica (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/11/08 13:55:44	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130038 for Hahn, Andra

2 note(s) returned.

Created On	Author	Note
2018/11/08 10:17:00	Harrison, Veronica S. (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Nov. 2: - accompanied Minister to two speaking engagements in the Lower Mainland - travel to Vancouver via Harbour Air Nov. 3: - accompanied Minister to speaking engagement in Vancouver - travel via Helijet to Victoria Nov. 2 & 3 - travel via taxi
2018/11/08 10:35:33	Harrison, Veronica S. (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	

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NOV. 2

VH
570\$

Hahn, Andra EDUC:EX

From: reservation@harbourair.com
Sent: Friday, November 2, 2018 10:01 AM
To: Hahn, Andra EDUC:EX
Subject: MRF & VH Nov. 2 - 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	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

Bookings s.17

Friday, November 2, 2018	Invoice #	s.17
Flight #2060	Air Transportation Charges	
09:30 Victoria Harbour /	Sked 200/300 : (St) GO Flex	\$373.28
Map	Taxes, Fees and Charges	
10:05 Vancouver Harbour /	All Skeds - Baggage : Checked Baggage Fee	\$0.00
Map!	Sked 200 : Carbon Offset	\$1.30

35 minutes

Sked 200 : VHFC Terminal Fee \$19.72

+ Goods and Services Tax \$19.70

KK- Confirmed

Billing \$394.30

Taxes \$19.70

2 Passenger(s) - GoFlex

• **Robert Fleming, Male**

Veronica Harrison,

Female

Grand Total \$414.00

Master Card \$414.00

[Add to Calendar](#)

Date / Time November 2, 2018 @ 8:58:15 AM

Summary s.17

Expiration

Authorization 115814

High Flyer Rewards \$37.33

Member 6200 73 01 00000198338

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

VH
5702
MOV-2

Ms Veronica Harrison
Canada

Room Number : s.15
 Arrival Date : 11-02-18
 Departure Date : 11-03-18
 Page : 1 of 1
 Folio Number :
 Confirmation : s.22
 Cashier : 177

INFORMATION INVOICE

Membership No. :

Company Name : Government of BC*

s.15

11-03-18

Date	Description	Charges CAD	Credits CAD
11-02-18	Room Charge	155.00	
11-02-18	Hotel Room Tax	12.40	
11-02-18	Municipal & Regional District Ta	4.65	
11-02-18	Room D.M.F	2.33	
11-02-18	Room GST	7.75	
11-03-18	Manual Mastercard		182.13
Total		182.13	182.13
Balance		0.00	CAD

Room GST	7.75
F&B GST	0.00
Misc GST	0.00
Total	7.75

NOV.3
VH
570 #

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Monday, November 5, 2018 9:39 AM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Ndp

Booking s.22	
Saturday, November 3, 2018	Invoice #307342
785	FARE-YWH-OffPeak_2018 \$438.10
12:00 Vancouver Harbour (Downtown)	+ GST \$21.90
12:35 Victoria Harbour (Downtown)	
Dropoff:	Billing \$438.10
Taxi Requested	Taxes \$21.90
	Grand Total \$460.00
35 minutes	Mastercard \$460.00
Confirmed	Date / Time November 3, 2018 @ 11:17:45 AM Summary s.17
2 Passengers - Off-Peak	Expiration
Robert Fleming, Male	Authorization 141742
Veronica Harrison, Female	
Fully Changeable / Refundable up to 5pm the day prior to	

Home to the Air

VCO to event

VCO to NOV 2
EVENT in VH 5701
RICHMOND

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240083

BLACKTOP & CHECKER
CABS#220
777 PACIFIC ST
VANCOUVER BC

YELLOW CAB #136
1441 CLARK DR
VANCOUVER BC

**** PURCHASE ****

11-02-2018 08:36:42
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 083
Trace # 1304
Inv. # 083
Auth # 09259S RRN 001338005

Total \$18.10

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/02
TIME 9015 11:44:26
CLERK ID 1
RECEIPT NUMBER
C85001038-001-645-007-0

PURCHASE
TOTAL

\$13.00

CAPITAL ONE
A0000000041010
1D7F57429184C0F3
0000008000-E800
5E23F2C001F20A3A

APPROVED

AUTH# 02805S 01-027
THANK YOU

CARDHOLDER COPY

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CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/02
TIME 3602 14:55:39
CLERK ID 1
RECEIPT NUMBER
H85030368-001-036-141-0

PURCHASE
TOTAL

\$36.40

CAPITAL ONE
A0000000041010
D095AD641A0510BF
0000008000-

APPROVED

AUTH# 06187S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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RICHMOND event to hotel

RICHMOND TAXI #34
2440 SHELL RD V6X2P1
RICHMOND BC
20123752
QB2012375201

SALE

11-02-2018 17:43:19 RF
Acct # *****s.17
Exp Date **/** Card Type MC
Name:
A0000000041010
MASTERCARD

Trace # 330001 Operator 234
Inv. # 234
Auth # 09588S RRN 001249001
Sale \$50.00

TOTAL \$50.00

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

Retain this copy for your records
Customer copy

Hotel to event

Event to Heli

Heli to home

Nov. 3
VH
5701

YELLOW CAB #327
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/03
TIME 7168 08:48:20
CLERK ID 1
RECEIPT NUMBER
H85060158-001-012-235-0

PURCHASE
TOTAL
\$11.00

CAPITAL ONE
A0000000041010
CE272BADB02A248B
0000008000-

APPROVED

AUTH# 04635S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GRT105762447RT0001

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240051

**** PURCHASE ****
11-03-2018 13:01:24
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 051
Trace # 13182
Inv. # 051
Auth # 03735S RRR 001576006

Total **\$20.00**
(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 MASTERCARD
DATE 2018/11/02
TIME 5579 13:35:02
CLERK ID 7
INVOICE # 42
RECEIPT NUMBER
H85053863-001-567-005-0

PURCHASE
TOTAL
\$10.00

CAPITAL ONE
A0000000041010
E711392415127A0D
0000008000-

APPROVED

FF/DT 00
AUTH# 05077S 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130107

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 Harrison, Veronica		Employee ID s.22		Phone Number (250) 952-7622								
Client Organization Education		Job Title Senior Ministerial Assistant		Travel Group Code 3								
5. Date Completed 2018/11/19		6. Fiscal Year 2019		7. Special Cheque Issue								
Type of Travel In Province		14. Reason for Travel Accompanying Minister		8. Cheque Stub Information								
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings 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	Cost	Describe	
	11/15	*Vancouver - Heli	1700	2200		0.00	F-BL	10.00	30.50	222.07		
11/16	*Vancouver - Heli	0700	1900		0.00	F-	55.80	51.50				
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total	
					\$ 0.00	\$ 65.80		\$ 82.00	\$ 222.07	\$ 0.00	\$ 369.87	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount
062 062 062 062		22001		06000		5701		2200000		27417200 s.22		\$ 369.87
Less Travel Advance												
062												
AMOUNT DUE TO EMPLOYEE											54.	\$ 369.87
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) E130107 for Harrison, Veronica

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/19 13:33:41	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/11/19 13:35:22	Harrison, Veronica (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/12/03 10:42:51	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130107 for Harrison, Veronica

1 note(s) returned.

Created On	Author	Note
2018/11/19 13:33:41	Hahn, Andra (IDIR\AHAHN) Andra.Hahn@gov.bc.ca	Nov. 15: - accompanied Minister to Vancouver for meetings and announcement - travel from Legislature to Victoria Helijet Terminal via taxi - travel from Victoria to Vancouver via Helijet Nov. 16: - travel from Hotel to meeting, to announcement and back to meeting via taxi - travel from Vancouver to Victoria via Helijet

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NOV. 15
VH
5701

Leq. to Heli

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240040

**** PURCHASE ****

11-15-2018 16:59:08
Acct # *****s.17 RF
Card Type MC
A0000000041010 CAPITAL ONE

Operator: 040
Trace # 164
Inv. # 140
Auth # 07261S RRN 001763006

Total \$10.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VH
5701
NOV 15

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Thursday, November 15, 2018 5:01 PM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Ndp

Booking s.22		
Thursday, November 15, 2018	Invoice #347580	
728	FARE-YWH-FULL_Winter18-19	\$619.04
17:30 Victoria Harbour (Downtown)	+ GST	\$30.96
18:05 Vancouver Harbour (Downtown)	Billing	\$619.04
35 minutes	Taxes	\$30.96
Confirmed	Grand Total	\$650.00
2 Passengers - Full-Fare	Mastercard	\$650.00
Robert Fleming, Male	Date / Time	November 15, 2018 @ 5:00:28 PM
Veronica Harrison, Female	Summary	s.17
Add to Calendar	Expiration	
	Authorization	200027
Fully Changeable / Refundable up to 5pm the day prior to		

Room : s.15
 Folio # : s.22
 Invoice # :
 Cashier # : 10019
 Page # : 1 of 1

Ms Veronica Harrison
 Room 124 Parliament Buildings
 Victoria BC V8W 9E2
 Canada

Arrival : 11-15-18
 Departure : 11-16-18

Date	Description	Additional Information	Charges	Credits
11-15-18	Room Charge - Provincial Govt		189.00	
11-15-18	Destination Marketing Fee		2.44	
11-15-18	Hotel Room Tax		21.06	
11-15-18	Room GST		9.57	
11-16-18	Mastercard	XXXXXXXXXXXXs.17 XX/XX		222.07
Total			222.07	222.07
Balance Due			0.00	

GST Summary

Room : 9.57
 F&B : 0.00
 Other : 0.00
Total : 9.57

HST Summary

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

s.15

NOV. 16
VH
5701

Hotel to VCo

VCo to event

EVENT to
Hebi terminal

YELLOW CAB #62
1441 CLARK DR
VANCOUVER BC

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/16
TIME 5371 09:27:01
CLERK ID 1
RECEIPT NUMBER
C85036904-001-007-001-0

PURCHASE
TOTAL

\$10.00

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/16
TIME 7562 13:39:20
CLERK ID 9
INVOICE # 217
RECEIPT NUMBER
H85050565-001-765-002-0

PURCHASE
TOTAL

\$32.80

CAPITAL ONE
A0000000041010
02BAD4CA4CE93FBA
0000008000-E800
35E63C167EF6E62D

CAPITAL ONE
A0000000041010
5C3CEB3FC50C6B44
0000008000-

APPROVED
AUTH# 01055S 01-027
THANK YOU

APPROVED
AUTH# 07636S 01-027
THANK YOU

CARDHOLDER COPY

NO SIGNATURE REQUIRED

IMPORTANT - RETAIN THIS
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GST105762447RT0001

IMPORTANT - RETAIN THIS
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604*871*1111
GST# 1054855080
DOWNLOAD
VANCOUVER APP

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240007

**** PURCHASE ****
11-16-2018 18:44:44
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 107
Trace # 2080
Inv. # 8082
Auth # 03328S RRN 001525007

Total \$13.00

(001) APPROVED-THANK YOU

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records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VH
5701
NOV. 16

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: Friday, November 16, 2018 5:27 PM
To: Hahn, Andra EDUC:EX
Subject: Nov. 16 - VH & MRF - 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	Robert Fleming
	Company	Ndp

Booking s.22	
Friday, November 16, 2018	Invoice #349012
729	FARE-YWH-FULL_Winter18-19 \$309.52
17:45 Vancouver Harbour (Downtown)	+ GST \$15.48
18:20 Victoria Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
Confirmed	Grand Total \$325.00
1 Passengers - Full-Fare	Mastercard \$325.00
Robert Fleming, Male	Date / Time November 16, 2018 @ 5:26:43 PM
<u>Add to Calendar</u>	Summary s.17
	Expiration
	Authorization 202642
Fully Changeable / Refundable up to 5pm the day prior to	



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130192

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 Harrison, Veronica		Employee ID s.22		Phone Number (250) 952-7622									
Client Organization Education		Job Title Senior Ministerial Assistant		Travel Group Code 3									
5. Date Completed 2018/12/03		6. Fiscal Year 2019		7. Special Cheque Issue									
Type of Travel In Province		14. Reason for Travel Accompanying Minister		8. Cheque Stub Information									
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings 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	Costs	Claim	Cost	Costs	Cost	Describe	
	11/28	*Vancouver-Heli	0900	2100		0.00	31.50	F-B	41.00	182.13			
	11/29	Vancouver	0700	2100		0.00	24.00	F-L	41.00	182.13			
11/30	*Vancouver-H.Air	0700	1600		0.00		F-LD	22.75					
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 55.50		\$ 104.75	\$ 364.26	\$ 0.00	\$ 524.51		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
062 062 062 062		22001		06000		5701		2200000		s.22		\$ 524.51	
Less Travel Advance													
062													
										AMOUNT DUE TO EMPLOYEE		54.	
												\$ 524.51	
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) E130192 for Harrison, Veronica

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/03 10:38:46	Hahn, Andra (IDIR\AHAIN) Andra.Hahn@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2018/12/03 10:49:26	Harrison, Veronica (IDIR\HARRIS) Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2018/12/04 13:01:11	Fleming, Rob (IDIR\FLEMIN) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130192 for Harrison, Veronica

0 note(s) returned.

Created On	Author	Note

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VH
Nov. 28
5701

Hahn, Andra EDUC:EX

From: passengerservices@helijet.com
Sent: December 3, 2018 10:28 AM
To: Hahn, Andra EDUC:EX
Subject: INVOICE - VH - Nov. 28 - 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	Robert Fleming
	Company	Ndp

Booking s.22	
Wednesday, November 28, 2018	Invoice #349774
710	FARE-YWH-FULL_Winter18-19 \$309.52
09:35 Victoria Harbour (Downtown)	+ GST \$15.48
10:10 Vancouver Harbour (Downtown)	
35 minutes	Billing \$309.52
	Taxes \$15.48
Confirmed	Grand Total \$325.00
1 Passengers - Full-Fare	Mastercard \$325.00
Veronica Harrison, Female	Date / Time November 28, 2018 @ 9:13:00 AM
Add to Calendar	Summary s.17
	Expiration

VH
5701

Ms Veronica Harrison
Victoria
Canada

Room Number : s.15
Arrival Date : 11-28-18
Departure Date : 11-30-18
Page : 1 of 1
Folio Number :
Confirmation : s.22
Cashier :

INFORMATION INVOICE

Membership No. :

Video Checkout
s.15

Company Name : Government of BC*

11-30-18

Date	Description	Charges CAD	Credits CAD
11-28-18	Room Charge	155.00	
11-28-18	Hotel Room Tax	12.40	
11-28-18	Municipal & Regional District Ta	4.65	
11-28-18	Room D.M.F	2.33	
11-28-18	Room GST	7.75	
11-29-18	Room Charge	155.00	
11-29-18	Hotel Room Tax	12.40	
11-29-18	Municipal & Regional District Ta	4.65	
11-29-18	Room D.M.F	2.33	
11-29-18	Room GST	7.75	
11-30-18	Manual Mastercard		364.26

Total **364.26** **364.26**

Balance **0.00** CAD

Room GST 15.50
F&B GST 0.00
Misc GST 0.00
Total 15.5

NOV-28
VH
5701

YELLOW CAB #122
1441 CLARK DR
VANCOUVER BC

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240064

**** PURCHASE ****

11-28-2018 09:11:15
Acct # *****s.17 RF
Exp Date **/** Card Type MC
Name:
A0000000041010 MASTERCARD

Operator: 064
Trace # 7575
Inv. # 064
Auth # 03449S RRN 001441001

Total \$21.50
(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/28
TIME 4818 11:02:15
CLERK ID 1
RECEIPT NUMBER
H85018957-001-001-536-0

PURCHASE
TOTAL
\$10.00

CAPITAL ONE
A0000000041010
86C6E31FFAF34658
0000008000-

APPROVED
AUTH# 06462S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

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GST105762447RT0001

NOV.29
V4
5701

NORTH SHORE TAXI 1966
LTD
264 PEMBERTON AVE
NORTH VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/29
TIME 2415 08:59:43
CLERK ID 092001
RECEIPT NUMBER
H85008574-001-001-093-0

PURCHASE
TOTAL

\$14.00

CAPITAL ONE
A0000000041010
7ADCC06BE54DF634
0000008000-

APPROVED

AUTH# 08322S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

DUPLICATE

BLACKTOP AND CHECKERS
#354
777 PACIFIC ST
VANCOUVER BC

DUPLICATE

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/29
TIME 9283 18:07:19
CLERK ID 2
RECEIPT NUMBER
H85062741-001-465-001-0

PURCHASE
TOTAL

\$10.00

CAPITAL ONE
A0000000041010
7E2E26101905132D
0000008000-

APPROVED

AUTH# 01589S 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

VH
NOV. 30

5701

Hahn, Andra EDUC:EX

From: reservation@harbourair.com
Sent: December 3, 2018 10:21 AM
To: Hahn, Andra EDUC: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	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

Booking s.17	
Friday, November 30, 2018	Invoice s.17
Flight #2190/Twin Otter	Air Transportation Charges
15:30 Vancouver Harbour / Map	Sked 200/300 : (Pk) GO Flex \$198.07
16:05 Victoria Harbour / Map	Taxes, Fees and Charges
35 minutes	All Skeds - Baggage : Checked Baggage Fee \$0.00
	Sked 200 : Carbon Offset \$0.65

KK- Confirmed

1 Passenger(s) - GoFlex

Veronica Harrison, Female

Add to Calendar

Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$10.42
Billing	\$208.58
Taxes	\$10.42
Grand Total	\$219.00

Master Card \$219.00

Date / Time November 30, 2018 @ 3:08:38 PM

Summary s.17

Expiration

Authorization 150548

High Flyer Rewards s.22

Member s.22

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130194

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 Gunn, Paula S.			Employee ID s.22			Phone Number (250) 356-0163					
Client Organization Children and Family Development			Job Title Sr. Ministerial Assistant			Travel Group Code 3					
5. Date Completed 2018/12/03		6. Fiscal Year 2019		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel FNLG				Headquarters Victoria					
12. Mailing Address for Cheque 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled *PCard			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost		Claim	Cost	Cost	Cost	Describe
11/28	* Vic-Van (HJ)	0900	1159		0.00		F-B	41.00	233.82	28.00	Taxi
11/29	Van	0900	1159		0.00		F-BL	30.50	233.82		
11/30	Van	0900	1159		0.00			0.00	s.22		
12/01	* Van -Vic (HJ)	0900	1159	20	10.80			0.00			
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total	
				\$ 10.80	\$ 0.00		\$ 71.50	\$ 467.64	\$ 28.00	\$ 577.94	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code			Amount		
039	18YAA	14001		5701	1800000	s.22			\$ 577.94		
039											
039											
039											
Less Travel Advance											
039											
AMOUNT DUE TO EMPLOYEE										54.	
										\$ 577.94	
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) E130194 for Gunn, Paula s.2

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/03 13:17:10	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/12/03 15:31:59	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/12/03 15:44:58	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/12/04 11:33:35	Morton, Kaitlin (IDIR\KAMORTON) Kaitlin.Morton@gov.bc.ca	Gunn, Paula s.2 Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula s. Paula.Gunn@gov.bc.ca
2018/12/04 11:47:31	Gunn, Paula s.2 (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Initiated	Conroy, Katrine Katrine.Conroy@gov.bc.ca
2018/12/11 15:55:06	Conroy, Katrine (IDIR\KCONROY) Katrine.Conroy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130194 for Gunn, Paula s.2

0 note(s) returned.

2

Created On	Author	Note

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FNLG Nov 28-Dec 1			FNLG			
Nov 28	Taxi to Helijet	My PCard		28.00		
	Helijet	Emily's PCard				
	L,D					
Nov 29	D					
Nov 30	s.15 bill			# 467.64		
Dec 1	Helijet home	Emily's PCard				
	Mileage (J picked me up)		20 K there and back			
END OF CLAIM						

Fyl: Paula stayed w/ ^{s.22} on Friday Nov 30th.

Wednesday, November 28, 2018

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

• **Paula Gunn, Female**

[Add to Calendar](#)

Invoice #357092

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 November 28, 2018 @ 7:42:54 AM

Summary s.17

Expiration

Authorization 104253

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:

BLUEBIRD CABS #34
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2019/11/28
TIME 0225 07:37.31
RECEIPT NUMBER
C85068621-001-275-013-0

PURCHASE
AMOUNT \$28.00
TIP s.22
TOTAL

9

MasterCard
A0000000041010
66B8&C90008E1B88
0000008000-E800
577BE3818C092A3E

APPROVED

AUTH# 103731 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE .250.382.2222

Gunn, Paula MCF:EX

From: passengerservices@helijet.com
Sent: Wednesday, November 28, 2018 4:26 PM
To: Gunn, Paula MCF:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Paula Gunn
	Company	Ministry Of Children & Family Development

Booking s.22

Saturday, December 1, 2018

785

12:00 Vancouver Harbour (Downtown)

12:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Paula Gunn, Female

[Add to Calendar](#)

Invoice #357135

FARE-YWH-OffPeak_2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

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

Room : s.15
 Folio # : 1055506
 Invoice # :
 Cashier # : 21
 Page # : 1 of 1

Ms Paula Gunn
 Parliment Buildings
 Victoria BC V
 Canada

Arrival : 11-28-18
 Departure : 11-30-18

Date	Description	Additional Information	Charges	Credits
11-28-18	Room Charge		199.00	
11-28-18	Destination Marketing Fee		2.57	
11-28-18	Room PST		22.17	
11-28-18	Room GST		10.08	
11-29-18	Room Charge		199.00	
11-29-18	Destination Marketing Fee		2.57	
11-29-18	Room PST		22.17	
11-29-18	Room GST		10.08	
11-30-18	Mastercard	XXXXXXXXXXXXs.17		698.48
12-03-18	Mastercard	Refund XXXXXXXXXXXX		-230.84
Total			467.64	467.64
Balance Due			0.00	

GST Summary

Room : 20.16
 F&B : 0.00
 Other : 0.00
Total : 20.16

HST Summary

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130343

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 Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767										
Client Organization Children and Family Development				Job Title Sr. Ministerial Assistant				Travel Group Code 3										
5. Date Completed 2018/12/28			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information									
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria									
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4																		
16. Travel Dates	17. Places Travelled *PCard Destination			18. Personal Vehicle Use Km		19. Other Transport Costs		20. & 21. Meals Claim		22. Lodging Costs	20. & 21. Miscellaneous Cost		Describe					
														Start	End	Cost	Cost	Cost
2018	Van>Rich	0000	0845		0.00				0.00		32.90	Taxi						
11/02	Van>vic (HJ)	0000	0702		0.00	325.00			0.00		13.90	Taxi						
11/05	Vic>Van	0000	1527		0.00				0.00		60.30	Taxi						
11/08	* Rich>Van (AC)	1650	1731		0.00				0.00		28.00	Taxi						
11/08	Vancouver	0915	0942		0.00				0.00		14.80	Taxi						
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 325.00		38. \$ 0.00		39. \$ 0.00	40. \$ 149.90	Claim Total \$ 474.90						
48. Client Code	49. Resp.	50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount								
												039	18YAB	14001	57016501	1800000	s.22	\$ 149.90
												039	18YAB	14001	570411	1800000		\$ 325.00
												039						
												039						
Less Travel Advance 039																		
AMOUNT DUE TO EMPLOYEE											54. \$ 474.90							
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed									
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed									
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed									

Audit Trail for Travel Voucher (Restricted Use) E130343 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/28 21:51:29	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2019/01/17 13:49:42	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2019/01/29 14:29:45	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130343 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/12/28 21:51:29	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Nov 2 - took a taxi from home (van>Rich) for a meeting Nov 5 - Took a taxi from home to Helijet van and paid for helijet flight Nov 8 - took a taxi from leg to international airport in Victoria for flight Nov 8 took a taxi from Van airport to home (Rich>Van) Nov 9 - took taxi to announcement in Vancouver

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Audit Trail for Travel Voucher (Restricted Use) E130343 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/28 21:51:29	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2019/01/17 13:49:42	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2019/01/29 14:29:45	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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to RCAECS
YELLOW CAB #135
1441 CLARK DR
VANCOUVER BC

to Helmut
YELLOW CAB #337
1441 CLARK DR
VANCOUVER BC

CARD s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/02
TIME 5201 08:45:19
CLERK ID 1
RECEIPT NUMBER
C85022005-001-005-347-0

PURCHASE
AMOUNT \$32.90
TIP s.22
TOTAL \$

Interac
A0000002771010
07EFEF48E752F525
8080008000-6800
2A2BACAA1308BD36
8080008000-7800

APPROVED
AUTH# 315200 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/05
TIME 0453 07:02:28
CLERK ID 1
RECEIPT NUMBER
C85034424-001-001-378-0

PURCHASE
AMOUNT \$13.90
TIP s.22
TOTAL \$

MasterCard
A0000000041010
ADBF787423F114E6
0000008000-E800
DF538311AB0B8864

APPROVED
AUTH# 100228 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Notes for Travel Voucher (Restricted Use) E130343 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2018/12/28 21:51:29	Wilson, Cherie (IDIRICHEWILSO) Cherie.Wilson@gov.bc.ca	Nov 2 - took a taxi from home (van>Rich) for a meeting Nov 5 - Took a taxi from home to Helijet van and paid for helijet flight Nov 8 - took a taxi from leg to international airport in Victoria for flight Nov 8 took a taxi from Van airport to home (Rich>Van) Nov 9 - took taxi to announcement in Vancouver

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HELIJET INTERNATIONAL

Helijet International Inc
5911 Airport Rd S
Vancouver International Airport
BC V7B 1B5

Toll Free (800)665 4354
info@helijet.com
www.helijet.com

05/11/2018 7:05:50 AM
GST: R102320165

CUSTOMER COPY
Cancellation Required 5pm Day Prior
Check-in is 20 Minutes Prior to Departure
50lb Baggage Allowance
Full Rules available on Helijet.com

Carriage is subject to the applicable tariffs, conditions of carriage and related regulations available at Helijet We(the "carrier") hereby invite the public at any time to request a copy of our tariffs for the domestic service we provide
Booking s.22

Niki Sharma (Bc Government)
Monday, November 5, 2018
1 Passengers

703
Departs 07:30 @ Vancouver Harbour (Downtown)
Arrives 08:05 @ Victoria Harbour (Downtown)

Invoice #: 343671

1x FARE-YWH-FULL_Winter18-1 \$309.52 CAD

GST \$15.48 GST
Grand Total \$325.00 CAD

Payment Information:

Mastercard \$325.00 CAD

Date/Time 05/11/2018 7:05:40 AM
Station JCXHCS02
Terminal ID W66248366
Action Purchase
Card Type M/C
Card Number **** *\$17
Amount \$325.00
Authorization 100540
Trace Number 0011740180
Response 01-005/APPROVED 100540
Chip Label MasterCard
Chip ID A0000000041010
TVR/TSI 0000008000/6800

Wilson, Cherie MCF:EX

From: Wilson, Cherie MCF:EX
Sent: December 12, 2018 9:46 AM
To: Wilson, Cherie MCF:EX
Subject: IMG_1217.jpeg



Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

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

Room 027 | Parliament Buildings | Victoria

Wilson, Cherie MCF:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: November 8, 2018 10:11 AM
To: Wilson, Cherie MCF:EX
Subject: Air Canada - 08 Nov: Victoria - Vancouver (Booking Reference: s.22
Attachments: Air_Canada_Booking_Confirmation,s.22 .pdf



Booking Reference: **QRFMLA**

Date of issue: 08 Nov, 2018

Select Seats

Check in

Manage my booking

Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers

Niki Sharma

Seats
AC8072 s.15

Ticket Number:
0142103189733

Depart

Economy - Latitude

Thursday
08 Nov, 2018

16:15

Victoria

Victoria Int. (YYJ),
British Columbia

16:45

Vancouver

Vancouver Int. (YVR),
Terminal M



0hr30

Economy B

Operated by: Air Canada Express - Jazz | Q400

Purchase summary

MasterCard

XXXX-XXXX-XXXXs.17

Amount paid: \$450.58

Full details can be found in
your attached Itinerary/Receipt

Tax information

GST/HST no. 10009-2287
RT0001 \$21.46



Air Transportation Charges

1 adult

407.00



Taxes, fees and charges

43.58

GRAND TOTAL (Canadian dollars)

\$450⁵⁸

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.



Victoria (YYJ) > Vancouver (YVR)



1st bag

Complimentary



2nd bag

Complimentary

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130524

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 Sharma, Niki		Employee ID s.22		Phone Number (250) 356-5767	
Client Organization Children and Family Development		Job Title Sr. Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2019/02/04		6. Fiscal Year 2019		7. Special Cheque Issue EFT	
8. Cheque Stub Information		14. Reason for Travel Ministrial Business		Headquarters Victoria	
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, BC V8V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	
	Destination	Start	End	Km	Cost
2018					
11/19	Vancouver (HJ)	0000	0718		0.00
11/21	Victoria (HJ)	1450	1501		0.00
11/21	Vancouver	1630	1702		0.00
11/23	Van>Burn	0000	0835		0.00
11/26	Vancouver(HJ)	0000	0858		0.00
11/27	Victoria (HJ)	1300	1309		0.00
11/28	Vancouver	1225	1243		0.00
11/28	Vancouver	1830	1852		0.00
				19. Other Transport Costs	20. & 21. Meals
				Claim	Cost
				22. Lodging Costs	20. & 21. Miscellaneous
				Cost	Cost
					Describe
					23.90 Taxi
					7.80 Taxi
					18.50 Taxi
					23.90 Taxi
					15.70 Taxi
					8.10 Taxi
					15.90 Taxi
					17.20 Taxi
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00
				38. \$ 0.00	39. \$ 0.00
				40. \$ 131.00	Claim Total \$ 131.00
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
039	18YAB	14001	6501	1800000	s.22
039	18YAB	14001	5701	1800000	
039					
039					
Less Travel Advance					57.00
039					
AMOUNT DUE TO EMPLOYEE					54. \$ 131.00
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) E130524 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/04 11:50:16	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2019/03/12 15:32:38	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2019/03/13 09:25:18	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130524 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2019/02/04 11:50:16	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Nov19 Travelled from Home to Helijet by taxi (Van) Nov21 Travelled from leg to Helijet in Victoria by taxi Nov21 travelled from Helijet Van to home by taxi (Van) Nov23 travelled from home to Burn by taxi for meeting Nov26 travelled from home to Helijet by taxi (Van) Nov27 travelled from leg to Helijet in Victoria by taxi Nov28 travelled from home to VCO by taxi for meeting Nov28 travelled from VCO to home by taxi (Van)

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Audit Trail for Travel Voucher (Restricted Use) E130524 for Sharma, Niki

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/04 11:50:16	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca

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to helijet
YELLOW CAB #45
1441 CLARK DR
VANCOUVER BC

CARD *****s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/19
TIME 6291 07:18:57
CLERK ID 1
RECEIPT NUMBER
C85011432-001-004-419-0
PURCHASE
AMOUNT \$23.90
TIP s.22
TOTAL \$

Interac
A0000002771010
108784A4C9148EDB
8080008000-6800
E0CEF470A2E66CF3
8080008000-7800

APPROVED

AUTH# 263370 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

to Helijet
DUPLICATE
VICTORIA TAXI # 48
2925 DOUGLAS ST
VICTORIA BC

DUPLICATE
CARD s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/21
TIME 5549 15:01:03
RECEIPT NUMBER
C85054781-001-001-818-0
PURCHASE
AMOUNT \$7.80
TIP s.22
TOTAL \$

Interac
A0000002771010
E0259BEAB3C862D3
8080008000-6800
94D945005E4BA941
8080008000-7800

APPROVED

AUTH# 540640 00-001
THANK YOU

CARDHOLDER COPY

DUPLICATE

Helijet to home
BLACKTOP & CHECKER
CABS#142
777 PACIFIC ST
VANCOUVER BC

CARD s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/21
TIME 3008 17:02:15
CLERK ID 2
RECEIPT NUMBER
C85010887-001-622-004-0
PURCHASE
AMOUNT \$18.50
TIP s.22
TOTAL \$

Interac
A0000002771010
922341987DE32613
8080008000-6800
ABF2F5F7D7AEDE7B
8080008000-7800

APPROVED

AUTH# 613350 00-001
THANK YOU

VERIFIED BY PIN

CARDHOLDER COPY

Notes for Travel Voucher (Restricted Use) E130524 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2019/02/04 11:50:16	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Nov19 Travelled from Home to Helijet by taxi (Van) Nov21 Travelled from leg to Helijet in Victoria by taxi Nov21 travelled from Helijet Van to home by taxi (Van) Nov23 travelled from home to Burn by taxi for meeting Nov26 travelled from home to Helijet by taxi (Van) Nov27 travelled from leg to Helijet in Victoria by taxi Nov28 travelled from home to VCO by taxi for meeting Nov28 travelled from VCO to home by taxi (Van)

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to Burnaby
YELLOW CAB #151
1441 CLARK DR
VANCOUVER BC

to Helijet
YELLOW CAB #201
1441 CLARK DR
VANCOUVER BC

to VCO
YELLOW CAB #139
1441 CLARK DR
VANCOUVER BC

CARD s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/23
TIME 2011 08:35:36
CLERK ID 1
RECEIPT NUMBER
C85040608-001-005-908-0

PURCHASE
AMOUNT \$23.90
TIP s.22
TOTAL
\$

Interac
A0000002771010
F060C233FE88A113
8080008000-6800
6897FD2A3746C01C
8080008000-7800

APPROVED
AUTH# 309360 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

CARD *****s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/26
TIME 9163 08:58:42
CLERK ID 1
RECEIPT NUMBER
C85075981-001-001-467-0

PURCHASE
AMOUNT \$15.70
TIP s.22
TOTAL
\$

Interac
A0000002771010
1B5BE53E8E383D20
8080008000-6800
B09421731BF7151F
8080008000-7800

APPROVED
AUTH# 323230 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

CARD s.22
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/11/28
TIME 8072 12:43:51
CLERK ID 1
RECEIPT NUMBER
C85022630-001-001-113-0

PURCHASE
AMOUNT ✓ \$15.90
TIP s.22
TOTAL
\$

Interac
A0000002771010
F35BF113BF7ADA07
8080008000-6800
56D87B4B1E20DF8E
8080008000-7800

APPROVED
AUTH# 458320 00-001
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

To Heli jet

VICTORIA TAXI #91
 1513 EARLSTON AVENUE
 VICTORIA BC V8P2Z3
 250-472-8188

DEBIT SALE

MID: 5669823
 TID: 301
 Batch #: 799
 11/27/18
 APPR CODE: 473940
 Trace: 00274702
 DEBIT/CHEQUING
 *****s.22

REF#: 00000007
 RRN: 00000005
 13:09:53

Chip

AMOUNT \$8.10
 TIP s.22
 TOTAL

APPROVED

Interac
 AID: A0000002771010
 TVR: 80 80 00 80 00
 TSE: 78 00

PIN VERIFIED BY CARD ISSUER. ACCOUNT WILL BE DEBITED WITH THE ABOVE AMOUNT (OR CREDITED IF CREDIT VOUCHER)
 RETAIN THIS COPY FOR STATEMENT VERIFICATION
 RETAIN THIS COPY FOR STATEMENT VERIFICATION

THANK YOU/MERCI

CUSTOMER COPY

Companion to home

BLACKTOP & CHECKER
 CABS#130
 777 PACIFIC ST
 VANCOUVER BC

CARD s.22
 CARD TYPE INTERAC
 ACCOUNT TYPE CHEQUING
 DATE 2018/11/28
 TIME 5 153 18:52:44
 CLERK ID 2
 RECEIPT NUMBER
 C85061531-001-729-003-0

PURCHASE
 AMOUNT \$17.20
 TIP s.22
 TOTAL \$

Interac
 A0000002771010
 CB8ED1A5D7D68569
 8080008000-6800
 CE2DB9945FCD2154
 8080008000-7800

APPROVED
 AUTH# 679650 00-001
 THANK YOU

VERIFIED BY PIN
 MERCHANT COPY

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: November 16, 2018 11:09 AM
To: Wilson, Cherie MCF:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information	
Account	Customer # s.17
	Name Niki Sharma
	Company Bc Government

Booking #s.22	
Monday, November 19, 2018	Invoice #351121
703	FARE-YWH-FULL_Winter18-19 \$309.52
07:30 Vancouver Harbour (Downtown)	+ GST \$15.48
08:05 Victoria Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
	Grand Total \$325.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.
1 Passengers - Full-Fare Niki Sharma, Female	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.
Add to Calendar	Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return

reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

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

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

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

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

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

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

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Wilson, Cherie MCF:EX

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	s.17
	Name	Niki Sharma
	Company	Bc Government

Booking s.22	
Wednesday, November 21, 2018	Invoice #351150
722	FARE-YWH-FULL_Winter18-19 \$309.52
15:50 Victoria Harbour (Downtown)	+ GST \$15.48
16:25 Vancouver Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
	Grand Total \$325.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.
1 Passengers - Full-Fare	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.
Niki Sharma, Female	
<u>Add to Calendar</u>	Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return

reservations
(additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

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

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

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

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

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

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

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: November 21, 2018 2:57 PM
To: Wilson, Cherie MCF:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	s.17
	Name	Niki Sharma
	Company	Bc Government

Booking s.22	
Monday, November 26, 2018	Invoice #353836
709	FARE-YWH-FULL_Winter18-19 \$309.52
09:30 Vancouver Harbour (Downtown)	+ GST \$15.48
10:05 Victoria Harbour (Downtown)	Billing \$309.52
35 minutes	Taxes \$15.48
	Grand Total \$325.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.
1 Passengers - Full-Fare Niki Sharma, Female	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.
<u>Add to Calendar</u>	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)

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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:
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Vancouver International Airport: 5911 Airport Road South, Richmond BC
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

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

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Wilson, Cherie MCF:EX

From: passengerservices@helijet.com
Sent: November 21, 2018 2:59 PM
To: Wilson, Cherie MCF:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Niki Sharma
	Company	Bc Government

Booking s.22

Tuesday, November 27, 2018

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

• Niki Sharma, Female

[Add to Calendar](#)

Invoice #353837

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.

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)

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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:
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Terminals:
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Vancouver International Airport: 5911 Airport Road South, Richmond BC
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over. Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.
Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130525

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 Sharma, Niki				Employee ID s.22				Phone Number (250) 356-5767								
Client Organization Children and Family Development				Job Title Sr. Ministerial Assistant				Travel Group Code 3								
5. Date Completed 2019/02/04			6. Fiscal Year 2019			7. Special Cheque Issue EFT			8. Cheque Stub Information							
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria							
12. Mailing Address for Cheque Rm 027-501 Belleville Street Victoria, 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															
	11/29	Vancouver	0000	0844			0.00			0.00		19.20	Taxi			
	11/30	Vancouver	0000	0836			0.00			0.00		19.70	Taxi			
	11/30	Vancouver	0900	0910			0.00			0.00		5.00	Taxi			
	11/30	Vanouver	1210	1240			0.00			0.00		16.00	Taxi			
12/10	Vanouver	1515	1544		0.00		0.00		15.20	Taxi						
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 0.00	38. \$ 0.00		39. \$ 0.00	40. \$ 75.10	Claim Total \$ 75.10					
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code		Amount								
										039	18YAB	14001	6501	1800000	s.22	\$ 75.10
										039						
										039						
Less Travel Advance																
039																
AMOUNT DUE TO EMPLOYEE										54. \$ 75.10						
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) E130525 for Sharma, Niki

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/04 16:12:58	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca
2019/03/12 15:32:20	Sharma, Niki (IDIR\NISHARMA) Niki.Sharma@gov.bc.ca		Initiated	Chen, Katrina Katrina.Chen@gov.bc.ca
2019/03/13 09:25:08	Chen, Katrina (IDIR\KATCHEN) Katrina.Chen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130525 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2019/02/04 16:12:58	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Nov29 travelled from home to Convention in Van by taxi Nov30 travelled from home to Convention in Van by taxi Nov30 travelled from Convention to meeting in Van by taxi Nov30 travelled from Convention to home in Van by taxi Dec10 travelled from VCO to home in Van by taxi

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Audit Trail for Travel Voucher (Restricted Use) E130525 for Sharma, Niki

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/04 16:12:58	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Sharma, Niki Niki.Sharma@gov.bc.ca	Saved	Sharma, Niki Niki.Sharma@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130525 for Sharma, Niki

1 note(s) returned.

Created On	Author	Note
2019/02/04 16:12:58	Wilson, Cherie (IDIR\CHEWILSO) Cherie.Wilson@gov.bc.ca	Nov29 travelled from home to Convention in Van by taxi Nov30 travelled from home to Convention in Van by taxi Nov30 travelled from Convention to meeting in Van by taxi Nov30 travelled from Convention to home in Van by taxi Dec10 travelled from VCO to home in Van by taxi

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to BCSTA

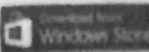
RECEIPT

VANCOUVER-TAXI

AIRPORT • TOUR • DELIVERY

CAB No. 231 Date: Nov 29/18

FIND OUR
APP ON:



Time: _____

Pick Up: _____

Destination: _____

Driver: _____ Fare: 5.00

604-871-1111

GST # 105485080



Where ideas work

Travel Voucher (Restricted Use)

Control No.
E130206

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 Godfrey, Sam ✓				Employee ID s.22				Phone Number (250) 387-1023											
Client Organization Agriculture				Job Title Ministerial Assistant				Travel Group Code 3											
5. Date Completed 2018/12/04			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 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
	11/12	Vic-Van (HJ)	0830	2359	0.00	0.00	P/Card	26.00	F-BL	30.50									
	11/13	Van-Van	0830	2359	0.00	0.00				0.00									
	11/14	Van-Vic (HJ)	0830	1700	0.00	0.00	P/Card			0.00									
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total								
					\$ 0.00	\$ 46.00 ✓		\$ 30.50 ✓	\$ 292.06	\$ 0.00	\$ s.22 368.56								
48. Client Code	49. Resp.	50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount									
												130	29001	30000	5701	2900000	s.22	368.56	\$ s.22
												130	29001	30000	5701	2900000	s.22	368.56	\$ s.22
												130							
130																			
Less Travel Advance																			
130																			
										AMOUNT DUE TO EMPLOYEE		54.							
												\$ 368.56							
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	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																			
												57. Payment Authority Signature (See Audit Trail)						Print Name	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																			

Audit Trail for Travel Voucher (Restricted Use) E130206 for Godfrey, Sam

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/04 15:37:51	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/12/04 15:39:12	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/12/19 13:57:53	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2019/01/08 15:29:19	Smith, Jessica C. ✓ (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130206 for Godfrey, Sam

1 note(s) returned.

Created On	Author	Note
2018/12/04 15:39:12	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Nov 12- Taxi Vic- Helijet (cash), Helijet flight Vic-Van (PCard), Taxi Helijet- s.15 Hotel (M/C) Nov 13- Taxi ECNAF Event s.22 (M/C) Nov 14- Helijet flight Van- Vic (PCard)

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From: [Janke, Debra FIN:EX](#)
To: [Leppard, Brianna AGRI:EX](#)
Subject: RE: E130206 Godfrey, Sam
Date: January 21, 2019 7:39:00 AM

Hi Brianna,

For your records, the attached travel claim has been adjusted from \$~~s.22~~ per Hotel folio to \$368.56. The s.15 is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return signed copy.

Please confirm the adjustment.

Thanks.

Debra

From: Leppard, Brianna AGRI:EX
Sent: January 18, 2019 2:56 PM
To: Janke, Debra FIN:EX
Subject: RE: E130206 Godfrey, Sam

Hi Debra,

As requested, please see the attached.

Thanks!
Brianna

From: Janke, Debra FIN:EX
Sent: January 18, 2019 12:18 PM
To: Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>
Subject: RE: E130206 Godfrey, Sam

Hi Brianna,

The s.15 Hotel folio was not included with receipts indicating the room charges.

Please email.

Thanks.

Debra

From: Leppard, Brianna AGRI:EX
Sent: January 17, 2019 11:35 AM

s.15

s.15

Sam Godfrey
BC1051 - BC MINISTRY OF AGRICU-RL

Page Number : 1
Guest Number : s.22
Folio ID : C
Arrive Date : 12-NOV-18 19:56
Depart Date : 13-NOV-18 10:34
No. Of Guest : 1
Room Number : s.15
Club Account :

Tax ID : s.15

s.15 JAN-18-2019 14:51 TIMOTHY

Date	Reference	Description	Charges (CAD)	Credits (CAD)
12-NOV-18	s.15	Room Chrg - Grp - Government	249.00	
12-NOV-18		HRT 11% Net Room	27.39	
12-NOV-18		GST 5% Net Room & DMF	12.45	
12-NOV-18		Destination Mktg Fee	3.22	
13-NOV-18	1921674	XFER To BC1051		-292.06
		** Total	292.06	-292.06
		*** Balance	0.00	

Tax summary for your stay:

Amount (CAD)

Goods and Services Tax 5%	0.00
Hotel Room Tax (HRT) 11%	0.00
Provincial Sales Tax 7%	0.00
Beverage Tax 10%	0.00
Total Taxes for your stay:	0.00

s.15

Approved
Jan

s.15

From: [Leppard, Brianna AGRI:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E130206 Godfrey, Sam
Date: January 18, 2019 2:56:24 PM
Attachments: [Sam"s.15](#) [Invoice.pdf](#)

Hi Debra,

As requested, please see the attached.

Thanks!
Brianna

From: Janke, Debra FIN:EX
Sent: January 18, 2019 12:18 PM
To: Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>
Subject: RE: E130206 Godfrey, Sam

Hi Brianna,

The [s.15](#) Hotel folio was not included with receipts indicating the room charges.

Please email.

Thanks.

Debra

From: Leppard, Brianna AGRI:EX
Sent: January 17, 2019 11:35 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E130206 Godfrey, Sam

Hi Debra,

Please see the attached Travel Voucher and receipts for E130206.

Thanks so much,

Brianna Leppard | Administrative Assistant
Honourable Lana Popham's Office | Minister of Agriculture
Parliament Buildings
Ph: 250-387-1023
e: Brianna.Leppard@gov.bc.ca

s.22

Taxi from: _____

Taxi to: Helijet

Car #: 10 Driver: JD

Date: Nov 12/18 Fare total: \$14.00

\$14.00

A cab at your fingertips

GET THE APP TODAY!

SMARTHAL



Android

101-3045 Douglas St., Victoria, BC V8T 4N2

The driver is an independent contractor, any GST input credit may be claimed as "Notional" or applied to the driver's GST registered number, not Victoria Taxi (1987) Ltd. GST # _____

iPhone



Leppard, Brianna AGRI:EX

From: passengerservices@helijet.com
Sent: Friday, November 9, 2018 2:51 PM
To: Leppard, Brianna AGRI: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	s.17
Customer #	
Name	Samuel Godfrey

Bookings.22	
Monday, November 12, 2018 ✓	Invoice #348277
790	FARE-YWH-OffPeak_2018 \$219.05
18:20 Victoria Harbour (Downtown)	+ GST \$10.95
18:55 Vancouver Harbour (Downtown)	
	Billing \$219.05
35 minutes	Taxes \$10.95
	Grand Total \$230.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.
1 Passengers - Off-Peak	
Samuel Godfrey, Male ✓	
Add to Calendar	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

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

Booking s.22

Wednesday, November 14, 2018 ✓

711	Invoice #348280	
10:00 Vancouver Harbour (Downtown)	FARE-YWH-FULL_Winter18-19	\$309.52
10:35 Victoria Harbour (Downtown)	+ GST	\$15.48
35 minutes	Billing	\$309.52
Confirmed	Taxes	\$15.48
1 Passengers - Full-Fare	Grand Total	\$325.00

Samuel Godfrey, Male ✓

Add to Calendar

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#: R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com 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-

Cab Helijet - Hotel

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/12 ✓
TIME 3850 19:49:26
CLERK ID 1
INVOICE # 63955
RECEIPT NUMBER
H85023846-001-365-005-0

PURCHASE
TOTAL

\$12.00

MasterCard
A0000000041010
0E108CD1C4368D9B
0000008000-

APPROVED

AUTH# 012881 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Cab from
event to

s.22

BLACKTOP 8 LAKERS CABS
#376
777 PACIFIC ST
VANCOUVER BC

CARD 5316 12-17
CARD TYPE MASTERCARD
DATE 2018/11/13 ✓
TIME 06:10 15:59:15
CLERK ID
RECEIPT NUMBER
C85026288-001-694-011-0

PURCHASE
TOTAL
\$20.00

MasterCard
A0000000041010
CA15E8FEEBF81EA7
0000008000-E800
05FC8BE1BD3A0F09

APPROVED
AUTH# 013709 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Leppard, Brianna AGRI:EX

From: passengerservices@helijet.com
Sent: Tuesday, November 13, 2018 11:35 AM
To: Leppard, Brianna AGRI: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	Samuel Godfrey

Booking s.22

Wednesday, November 14, 2018	Invoice #348280	
717	FARE-YWH-FULL_Winter18-19	\$309.52
13:20 Vancouver Harbour (Downtown)	+ GST	\$15.48
13:55 Victoria Harbour (Downtown)	Billing	\$309.52
35 minutes	Taxes	\$15.48
Confirmed	Grand Total	\$325.00

1 Passengers - Full-Fare
 Samuel Godfrey, Male

[Add to Calendar](#)

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

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130407

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 Godfrey, Sam		Employee ID s.22		Phone Number (250) 387-1023								
Client Organization Agriculture		Job Title Ministerial Assistant		Travel Group Code 3								
5. Date Completed 2019/01/17		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 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	
2018	Destination	Start	End	Km	Cost	s.22	Claim	Cost		Cost	Cost	Describe
11/27	Vic-Vic	0830	2359		0.00			0.00				
11/27	Vic-Vic	0830	2359		0.00			0.00				
11/27	Vic-Van (HJ)	0830	2359		0.00	20.10	F-BL	30.50	✓	233.84		
11/28	Van-Van	0830	2359		0.00		F-	51.50		s.22	215.03	
11/29	Van-Van	0830	2359		0.00		F-BD	22.75				
11/30	Van-Van	0830	1700		0.00	✓ 4.00		0.00				
12/01	Van-Vic (Ferry)	0830	1700	62	33.48	✓ 74.70		0.00				
*HJ on PCARD												
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total	
					\$ 33.48	\$ 98.80		\$ 104.75	\$ 663.90	\$ 0.00	\$ 900.93	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount			
130	29001	30000		5701	2900000		s.22		\$ 900.93			
130												
130												
130												
Less Travel Advance												
130												
										54. AMOUNT DUE TO EMPLOYEE		
										\$ 900.93		
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) E130407 for Godfrey, Sam

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/01/17 15:48:31	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/01/17 15:49:26	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/01/17 15:51:34	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/01/18 10:15:52	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/01/18 11:06:26	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2019/01/22 10:07:43	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/02/13 14:43:22	Laird, Patricia A. (IDIR\PLAIRD) Patricia.Laird@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Forwarded	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2019/02/13 15:27:24	Smith, Jessica C. (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130407 for Godfrey, Sam

1 note(s) returned.

Created On	Author	Note
2019/01/17 15:48:31	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	November 27- Taxi Vic-Vic (Pers Visa) November 27- Taxi Vic-Vic (Pers Visa) November 27- Helijet flight Vic-Van (PCard) November 27- 1 night at s.15 (Pers Visa) November 28- 2 nights s.15 (Pers Visa) November 30- Parking (Cash) Dec 01- Ferry Vic-Van (Pers Visa)

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Hi Debra,

Please see the attached.

FYI- Sam lost his receipt for the ferry from Vancouver-Victoria on Dec 1. The very last receipt is a copy of his credit card invoice from that ferry s.22 the charge for himself was \$74.70).

Thank you,

From: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
To: [Leppard, Brianna AGRI:EX](#)
Subject: RE: E130407 Godfrey, Sam Travel Voucher this claim needs to be approved by Jessica as it was not. Sam approved his own claim but the expense authority did not. Sent email to Brianna on Feb 13 and showed her the difference of an approved claim.
Date: February 13, 2019 9:22:00 AM

Hi Brianna,

Can I get the ^{s.15} signed off by the Minister please, it is not an approved hotel on the CSA website.

Thank you,

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Leppard, Brianna AGRI:EX
Sent: January 18, 2019 3:31 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E130407 Godfrey, Sam Travel Voucher this claim needs to be approved by Jessica as it was not. Sam approved his own claim but the expense authority did not. Sent email to Brianna on Feb 13 and showed her the difference of an approved claim.

Hi Debra,

Please see the attached.

FYI- Sam lost his receipt for the ferry from Vancouver-Victoria on Dec 1. The very last receipt is a copy of his credit card invoice from that ferry ^{s.22} so the charge for himself was \$74.70).

Thank you,

Brianna Leppard | Administrative Assistant
Honourable Lana Popham's Office | Minister of Agriculture
Parliament Buildings
Ph: 250-387-1023
e: Brianna.Leppard@gov.bc.ca

From: FIN_FSA_MIN_OFF_FIN_FSA_MIN_OFF.FIN:EX
To: Leppard, Brianna AGRI:EX
Subject: RE: E130407 Godfrey, Sam Travel Voucher
Date: February 13, 2019 8:37:00 AM
Attachments: image001.png
 image002.png

Hi Brianna,

I am doing Debra's travel claim and noticed that Jessica did not approve Sam's claim. I did a snap shot to show you the difference one that was approved by her and one that was not.

This previous claim was approved by Jessica because when you look Sam approved it next to act is Jessica then she approved it and next to act was FIN FSA

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/12/04 15:37:51	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Saved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/12/04 15:39:12	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2018/12/19 13:57:53	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2019/01/08 15:29:19	Smith, Jessica C. (IDIR\JCSMITH) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

But for this claim E130407 you notice Sam approved it next to act if Jessica but she did not approve it. You just forwarded it to FSA MIN without getting her approval which is required because she has the expense authority. You can recall it and send it back to Jessica for approval.

2019/01/18 10:15:52	Brianna.Leppard@gov.bc.ca Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Godfrey, Sam Sam.Godfrey@gov.bc.ca	Notified	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/01/18 11:06:26	Godfrey, Sam (IDIR\SAGODFRE) Sam.Godfrey@gov.bc.ca		Approved	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca
2019/01/22 10:07:43	Leppard, Brianna (IDIR\BLEPPARD) Brianna.Leppard@gov.bc.ca	Smith, Jessica C. Jessica.C.Smith@gov.bc.ca	Forwarded	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Thank you,

Pat

Pat Laird
 Ministry of Finance
 Corporate Services Division
 Executive Financial Clerk
 Phone: 778 698-8590
 Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Leppard, Brianna AGRI:EX
Sent: January 18, 2019 3:31 PM
To: FIN_FSA_MIN_OFF_FIN_FSA_MIN_OFF.FIN:EX
Subject: E130407 Godfrey, Sam Travel Voucher

Hi Debra,

Please see the attached.

FYI- Sam lost his receipt for the ferry from Vancouver-Victoria on Dec 1. The very last receipt is a copy of his credit card invoice from that ferry **s.22 s.2** so the charge for himself was \$74.70).

Thank you,

Brianna Leppard | Administrative Assistant
Honourable Lana Popham's Office | Minister of Agriculture
Parliament Buildings
Ph: 250-387-1023
e: Brianna.Leppard@gov.bc.ca

VICTORIA TAXI # 56
3045 DOUGLAS ST
VICTORIA BC

CARD *****s.17 ✓
CARD TYPE VISA
DATE 2018/11/27 ✓
TIME 4295 07:37:02 ✓
RECEIPT NUMBER
H85020389-001-001-754-0

PURCHASE AMOUNT \$10.10 ✓
TIP s.22
TOTAL

\$

Visa Credit
A0000000031010
C5754C097BE1704E
0000000000-

APPROVED
AUTH# 010789 01-027
THANK YOU

NO SIGNATURE REQUIRED
CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

VICTORIA TAXI # 19
1020 MCCASKILL STREET
VICTORIA BC

CARD *****s.17 ✓
CARD TYPE VISA
DATE 2018/11/27 ✓
TIME 9216 18:16:14
RECEIPT NUMBER
C85042966-001-001-069-0

PURCHASE
TOTAL

\$10.00 ✓

VISA CREDIT
A0000000031010
27F36B454E578F64
9080008000-E800
851D3EDE438C0582
0080008000-F800

APPROVED

AUTH# 084536 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Mr Sam Godfrey

Canada

INFORMATION INVOICE

Room Number : s.15
 Arrival Date : 27-NOV-2018
 Departure Date : 28-NOV-2018

Page No. : 1 of 1
 Folio No. : s.22
 Conf No. :
 Invoice No. :
 Cashier No. : 28
 Membership No. :

Company Name : Provincial Government

Date	Description	Reference	Charges	Credits
11-27-18	Room Rate		199.00	
11-27-18	Room DMF Fee 1.3%		2.58	
11-27-18	Room PST Tax 8%		16.13	
11-27-18	Room MRDT Tax 3%		6.05	
11-27-18	Room GST Tax 5%		10.08	
11-28-18	Visa Card	XXXXXXXXXXXX s.17 <i>Sans peguol card.</i> XX/XX ✓		233.84
Total			233.84	233.84

Balance Due CAD \$ 0.00

<u>GST Tax Summary:</u>	
Room GST:	10.08
F&B GST:	0.00
Other GST:	0.00
Total GST:	10.08

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

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	11/30/2018 10:00
Exited:	11/30/2018 10:28
Ticket Number:	5316
Transaction Number:	61347
Rate:	A
Parking Fee:	\$4.00

Total Fee:	\$4.00
Fee Paid:	\$5.00
Change:	\$1.00

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

s.22

SAMUEL GODFREY

Account Number s.22

Period Covered: November 18, 2018 - December 17, 2018

Account Information:

s.22

s.22

Payment Options:

s.22

DEC 01

DEC 01

BCF - TSAWWASSEN VICTORIA, BC

s.22

s.22

Hi Debra,

Please see the attached.

FYI- Sam lost his receipt for the ferry from Vancouver-Victoria on Dec 1. The very last receipt is a copy of his credit card invoice from that ferry s.22 so the charge for himself was \$74.70).

Thank you,

By BC Ferry site Standard Vehicle \$57.50
Driver: \$17.20=\$74.70



Mr Sam Godfrey

Canada

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

INVOICE

Page No. : 1 of 1
 Folio No. : s.22
 Conf No. :
 Invoice No. :
 Cashier No. : 28
 Membership No. :

Date	Description	Reference	Charges	Credits
11-28-18	Advance Deposit			430.06
11-28-18	Room Charge		✓ 183.00	
11-28-18	Room DMF Fee 1.3%		2.37	
11-28-18	Room PST Tax 8%		14.83	
11-28-18	Room MRDT Tax 3%		5.56	
11-28-18	Room GST Tax 5%		9.27	
11-29-18	Room Charge		✓ 183.00	
11-29-18	Room DMF Fee 1.3%		2.37	
11-29-18	Room PST Tax 8%		14.83	
11-29-18	Room MRDT Tax 3%		5.56	
11-29-18	Room GST Tax 5%		9.27	
			Total	✓ 430.06
				430.06

<u>GST Tax Summary:</u> s.15	
Room GST:	18.54
F&B GST:	0.00
Other GST:	0.00
Total GST:	18.54

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

*double checked PCARDS to make sure deposit was not paid on one of the PCARDS

Leppard, Brianna AGRI:EX

From: passengerservices@helijet.com
Sent: November 20, 2018 3:46 PM
To: Leppard, Brianna AGRI: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	Samuel Godfrey

Booking s.22	
Tuesday, November 27, 2018	Invoice #334731
730	FARE-YWH-FULL_Winter18-19 \$309.52
18:45 Victoria Harbour (Downtown)	+ GST \$15.48
19:20 Vancouver Harbour (Downtown)	
35 minutes	Billing \$309.52
	Taxes \$15.48
Confirmed	Grand Total \$325.00
1 Passengers - Full-Fare Samuel Godfrey, 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.



Where ideas work

Business Expense Approval

Control No.

B023864

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

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

EVENT	Description	Start Date	End Date
Location (City) Victoria	Gift Bags/Wrap, Thank you cards	2018/11/15	2018/11/15 ✓

PARTICIPANTS			
Organization	Number of People	Organization	Number of People
Citizen's Services	1		

INDIVIDUALS INCLUDED IN MEAL CLAIMS			
Name	Organization	Name	Organization

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531	112/	32805	34610 /6531	3200000	
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.						
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
8. Protocol Items	6180	9.80				
Estimated Total		\$9.80	Reimbursement Total			\$9.80

Mail to: s.22
Shannon . Russell ✓
PO Box 9068 Stn Prov Govt
Victoria BC V8W 9E2

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)		
Employee <i>[Signature]</i> ✓	Print Name Shannon Russell	Date Signed 2018.11.16
Supervisor/Designated Authority <i>[Signature]</i> ✓	Print Name Kathleen Fleurent	Date Signed 2018.11.16
Signing Authority	Print Name	Date Signed

Audit Trail for Business Expense Approval B023864 for Russell, Shannon

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/16 15:29:23	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/16 15:30:20	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/16 15:33:56	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca

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s.15

Stob # 6180

- Gift bags + wrap paper
for protocol
items.

- Thank you / Get well
soon cards

TISSUE WRAPPING	667888022373	1.25	FP
KRAFT BAG	667888180301	1.25	FP
KRAFT BAG	667888180301	1.25	FP
1.00 ENG EDAY SS	065020119927	1.00	FP
1.00 ENG EDAY SS	065020124099	1.00	FP
1.00 ENG EDAY SS	065020118845	1.00	FP
1.00 ENG EDAY SS	065020119798	1.00	FP
1.00 ENG EDAY SS	065020124310	1.00	FP
SUBTOTAL		\$8.75	
GST 5%		\$0.44	
PST 7%		\$0.61	
TOTAL		\$9.80	
DEBIT		\$9.80	

[Signature]
Expense Authority

TYPE: PURCHASE

ACCT: CHEQUING

AMOUNT: \$ 9.80

Card Type: Interac

CARD NUMBER: *****s.17
DATE/TIME: 18/11/15 17:58:22 ✓
REFERENCE #: 66234583 0010016390 C
AUTHOR. #: 323501

Interac
A0000002771010
8000008000 6800

00/001 APPROVED - THANK YOU

-- IMPORTANT --
Retain This Copy For Your Records

*** CUSTOMER COPY ***

NO EXCHANGE
NO RETURN
THANK YOU FOR SHOPPING AT s.15

2018-11-15 17:58:27
000940 02 279990 1230

WWW.DKALAHAMA.COM

[Signature]
Qualified Receiver

Gervais, Dominique CITZ:EX

From: Gervais, Dominique CITZ:EX
Sent: Friday, November 16, 2018 4:33 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Shannon Russell- BEA
Attachments: Russell, Shannon BEA- November 15,2018.pdf

Good afternoon,

Please see Shannon's attached BEA.

Thank you.

Dominique Gervais | Administrative Assistant
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-9699
e: Dominique.Gervais@gov.bc.ca



Where ideas work

Business Expense Approval

Control No.

B023881

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

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

EVENT	Location (City) Victoria	Description Citz Team Meeting Dinner	Start Date 2018/11/07	End Date 2018/11/07 ✓
--------------	------------------------------------	--	---------------------------------	---------------------------------

PARTICIPANTS

Organization	Number of People	Organization	Number of People
Ministry Citizens' Services	5 ✓		

INDIVIDUALS INCLUDED IN MEAL CLAIMS

Name	Organization	Name	Organization
Sims, Jinny .	Citizens' Services	Russell, Shannon .	Citizens' Services
Mindy, Bansal .	Citizens' Services	Amanda, van Baarsen .	Citizens' Services
Preet, Saagha .	Citizens' Services		

BUSINESS EXPENSE REQUESTED	STOB	Amount	Responsibility	Service Line	Project	Supplier
1. Meeting Room Rental	6531	112/	32805	34610 /6531	3200000	
2. Equipment/Furniture Rental	6531					
3. Photocopying, Faxing, Telephone, etc.	6531					
4. Food/Beverages for Meetings	6531	87.12				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner <input type="checkbox"/> Snacks <input type="checkbox"/> Coffee/Tea/Juice, etc.			Mail to:	s.22		
5. Business Meals in Restaurant						
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner				Shannon . Russell ✓ PO Box 9068 Stn Prov Gov Victoria BC V8W 9E2		
6. Event Planners, Speakers, etc.	6531					
7. Travel Costs for Non-BC Government Participants	6531					
Estimated Total		\$87.12	Reimbursement Total			\$87.12

SIGNATURES Refer to Treasury Board directives for approval authorities. (See Audit Trail)

Employee	Print Name	Date Signed
Supervisor/Designated Authority	Print Name	Date Signed
Signing Authority	Print Name	Date Signed

Audit Trail for Business Expense Approval B023881 for Russell, Shannon

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/11/23 15:34:14	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/23 15:53:18	Gervais, Dominique (IDIR\DGVERVAIS) Dominique.Gervais@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Notified	Russell, Shannon Shannon.Russell@gov.bc.ca
2018/11/26 10:02:11	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Initiated	Sims, Jinny Jinny.Sims@gov.bc.ca
2018/11/26 10:46:12	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Business Expense Approval B023881 for Russell, Shannon

0 note(s) returned.

Created On	Author	Note

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ORDER CHECK LOST: EMAIL CONFIRMATION DATED NOV 27/18, ATTACHED

s.15

Merchant ID: 00000006267820
Term ID: 03302268
Clerk ID: 96
84072101

Purchase

Transaction Record
Interac
XXXXXXXXXX's.17
AID: A000002771010
Entry Method: Chip

Batch#: 000160

11/07/18 ✓

17:29:51

Ref#: 00068003808

Inv #: 003525 Appr Code: 315625

Acct: Chequing

Amount: \$ 75.76 75.76

Tip: 15% \$ 11.36 ✓

Total: \$ **87.12**

00 Approved, Thank You!

Customer Copy

Citz team Meeting
Dinner

Attendees:

Jinny Sims

Shannon Russell

Amanda van Baarsen

Mindy Bansal

Preet Saogha

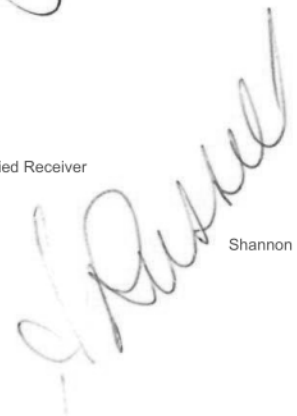
Stob: 6531

Expense Authority



Kathleen Fleurant

Qualified Receiver



Shannon Russell

s.15

Merchant ID: 000000006267820
Term ID: 03302268
Clerk ID: 96
84072101

Purchase

Transaction Record

Interac

XXXXXXXXXX's.17

AID: A0000002771010

Entry Method: Chip

Batch#: 000160

11/07/18

17:29:51

Ref#: 000068003808

Inv #: 003525 Appr Code: 315625

Acct: Chequing

Amount: \$ 75.76

Tip: \$ 11.36

Total: \$ 87.12

00 Approved, Thank You!

Customer Copy

Citz team Meeting
Dinner

Attendees:

Jinny Sims

Shannon Russell

Amanda van Baarsen

Mindy Bansal

Preet Saagha

Stob: 6531

From: [Gervais, Dominique CITZ:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: BEA: B023881 Shannon Russell
Date: November 27, 2018 3:14:05 PM

Hi Debra, unfortunately that receipt was lost- apologies I should've written it on there.

Thank you.
Dom

From: Janke, Debra FIN:EX
Sent: Tuesday, November 27, 2018 3:11 PM
To: Gervais, Dominique CITZ:EX
Subject: FW: BEA: B023881 Shannon Russell

Hi Dominique,

Sorry, the interact receipt was signed. For auditing purposes, we require a copy of the check invoice that indicates what was ordered and amounts. Do you have a copy?

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: November 27, 2018 1:43 PM
To: Gervais, Dominique CITZ:EX
Subject: RE: BEA: B023881 Shannon Russell

Hi Dominique,

Yes, thanks.

Debra

From: Gervais, Dominique CITZ:EX
Sent: November 27, 2018 1:26 PM
To: Janke, Debra FIN:EX
Subject: RE: BEA: B023881 Shannon Russell

Hi Debra,

Is this what you were looking for? Please see attached.

Thank you!

From: Janke, Debra FIN:EX
Sent: Tuesday, November 27, 2018 12:17 PM
To: Gervais, Dominique CITZ:EX

Subject: BEA: B023881 Shannon Russell

Hi Dominique,

The Bea has been approved. Please have the attached invoice signed by the Expense Authority and Qualified Receiver.

Thanks.

Debra

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130159

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

Name Russell, Shannon ✓	Employee ID s.22	Phone Number (250) 387-9699
Client Organization Citizens' Services	Job Title Senior Ministerial Assistant	Travel Group Code 3

5. Date Completed 2018/11/23	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 9068 Stn Prov Gov Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. 0.54 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2018											
10/19	CSI Lab tour	0840	1040		0.00			0.00		* 10.00	Parking
10/25	Taxi to YYJ -Van	2000	2030		0.00	65.00		0.00			
10/25	Taxi-YVR-Hotel Van	2230	2300		0.00	20.00	F-BLD	12.25	162.85		
10/26	Hotel/Taxi-YVR-Terrace	0800	1800		0.00	15.00	F-L	41.00	s.22	137.30	
10/27	On Tour Pr. Rupert	0900	2200		0.00		F-D	33.25		132.25	
10/28	On Tour Pr. Rup-Van	0800	2300		0.00		F-	51.50	0	557.80	Car Rental
10/29	Travel-YYJ Van-Vic	0830	1700		0.00	73.00		0.00			
10/31	Leg-4000 Seymour Vic	1130	1300	9	4.86			0.00		2.00	Parking
* 11/01	Taxi to Event					7.00					
* 11.07	Event at Seymour			9	4.86					1.00	Parking
TOTALS OF COLUMNS				9 kms	36. 9.72 \$ s.22	37. 180.00 ✓		38. ✓ \$ 138.00	39. 432.40 \$ s.22	40. 570.80 ✓	Claim Total 1330.92

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
112	32805	34610	6501	3200000	s.22	29.72 \$ s.22
112	32805	34610	5701	3200000		260.10 \$
112	32805	34610	5702	3200000		1041.10 \$

Less Travel Advance
112

AMOUNT DUE TO EMPLOYEE

54. 1330.92
\$ 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

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

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

4 audit trail record(s) returned.

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

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

1 note(s) returned.

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

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

Hi Dominique,

For auditing purposes, please email the applicable air invoices.

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

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

Thanks.

Debra

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

From: [Janke, Debra FIN:EX](#)
To: [Gervais, Dominique CITZ:EX](#)
Subject: E130156 Shannon Russell
Date: November 28, 2018 8:19:00 AM

Hi Dominique,

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

http://gww.fin.gov.bc.ca/gws/camss/MOSS/files/Forms/007_Reimbursement_Claim_for_Non-Payroll.doc

Thanks.

Debra

Debra Janke

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

ROBBINS PARKING -142
1102 FORT STREET
VICTORIA BC

parking for
CSI Lab tour

stop: 6501

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

PURCHASE
TOTAL

\$10.00

MasterCard
A0000000041010
F86514088DFBD297
0000008000-E800
C2EC6F1C15FEDC82

APPROVED
AUTH# 135124 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240037

**** PURCHASE ****

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

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

Total

\$65.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

taxi to Y4J airport

stab: ~~6501~~

5701

RICHMOND T...
2440 SHELL RD V6X2P1
RICHMOND BC
20122371
QB2012237401

taxi from YVR airport
to hotel
Stop: 5701

SALE

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

Trace # 330006 Operator 286
Inv. # 286
Auth # 015435 RRN 001234006

Sale \$20.00

TOTAL **\$20.00**

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

Retain this copy for your
records
Customer copy

RICHMOND TAXI #93
2440 SHELL RD V6X2P1
RICHMOND BC
2 1226 .0
QB2012263001

taxi to YVR airport.
stop: 5701

SALE

10-26-2018 ✓ | 06:30:39
Acct # *****s.17 C
Exp Date **/** Card Type MC
Name: RUSSELL/SHANNON
A000000041010
MasterCard

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

Sale \$15.00

TOTAL

\$15.00

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

Retain this copy for your
records
Customer copy

GOVT BC
 Ms Shannon Russell ✓
 Canada

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

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

GST Summary	
Registration No:s.15	
Room	7.02
F&B	0.00
Other	0.00
Total	7.02

PST Summary	
Room	11.23
F&B	0.00
Other	0.00
Total	11.23

Total	162.85	162.85
Balance Due	0.00 CDN ✓	

Stob;
 5702

Guest Signature: _____

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

s.15

Account: s.22
Date: 10/27/18
Room: s.15 SGM

Arrival Date: 10/26/18
Departure Date: 10/27/18
Check In Time: 10/26/18 10:13 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: gm

Total Balance Due: 0.00

RUSSELL, Shannon ✓ |

s.22

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

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

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

Balance Due: 0.00 ✓

s.15

stab: 5702

National Car Rental LISTED ON THE CSA, ok

RA #s.22

Bill Ref# s.22

Renter Name SHANNON RUSSELL ✓
s.22

GST/HST 104877618

PROVINCIAL GOVERNMENT OF BC ✓
Contract ID

Rental Location
SMITHERS ARPT ✓
SMITHERS AIRPORT
SMITHERS

26-OCT-2018 08:56 AM

BC VOJ2N0

Phone (250)8472216

Charges	No	Unit	Price/Unit	Amount
---------	----	------	------------	--------

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

28-OCT-2018 04:54 PM

BC V8J1B3

Phone (250)624 5318

TIME & DISTANCE	3	Days	87.00	261.00 *
EXTRA MILES/KM - TIME & DISTANCE	371	M/Kms	0.50 ✓	185.50 *
DROP CHARGE	1	Rental	158.85	158.85 *
INCORRECT PRODUCT CODE RATE-CR		Rental	-185.50	-185.50 *
FUEL SERVICE OPTION	1	Rental	61.95	61.95 *
CONCESSION RECOUP FEE 10 PCT			237.27	0.00 *
CONCESSION RECOUP FEE 10 PCT			158.85	15.89 *
PROV VEHICLE RENTAL TAX \$1.50/DAY	3	Days	1.50	4.50 *
VEHICLE LICENSE RECOUP 3.99/DAY	3	Days		0.00 *
PROVINCIAL SALES TAX @7.000 %			435.74	30.50
GOODS AND SERVICES TAX @5.000 %			502.19	25.11

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

Rate Info

stop:
5702

Messages

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

Total Charges

CAD 557.80

Payments	Amount	Type
Master Card	s.17	
AUTH: 122152 26-OCT-2018	804.20	Payment
Master Card	s.17 ✓	
CREDIT: 31-OCT-2018		Refund
		-786.34
		228.54

Customer Service Number 1-800-468-3334

THIS INVOICE REPLACES INVOICE: s.22
Emerald Club rental credits will be posted within 24 hours

Amount Due CAD 0.00



RA #s.22 SHANNON RUSSELL VICTORIA, BCs.22	RES #s.22 ACCOUNT PROVINCIAL GOVERNMENT OF BC EXT REF #	EC #s.22 FT #
--	---	-------------------------

RENTAL LOCATION SMITHERS ARPT (250)8472216 SMITHERS AIRPORT SMITHERS, BC V0J2N0	RENTAL DATE 26-OCT-2018 RENTAL TIME 08:56 AM	RETURN LOCATION PRINCE RUPERT ARPT (250)624 5318 106-815 1ST AVE W PRINCE RUPERT, BC V8J1B3	RETURN DATE 28-OCT-2018 RETURN TIME 08:10 PM
---	---	---	---

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

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	MONTH	2088.00 X	0.00
* TIME & DISTANCE	WEEK	517.65 X	0.00
* TIME & DISTANCE	Day	87.00 X 3	261.00
* TIME & DISTANCE	Hour	43.50 X	0.00
* EXTRA - TIME & DISTANCE	Hour	43.50 X	0.00
* EXTRA - TIME & DISTANCE	Day	87.00 X	0.00
* EXTRA MILES/KM - TIME & DISTANCE	M/KM	0.50 X 400	200.00
* DROP CHARGE	Rental	158.85 X 1	158.85
* FUEL SERVICE OPTION	Rental	61.95 X 1	61.95
* CONCESSION RECOUP FEE 10 PCT @ 10.00%			35.89
* PROV VEHICLE RENTAL TAX \$1.50/DAY	Day		4.50
* VEHICLE LICENSE RECOUP 3.99/DAY	Day		INCLUDED
PROVINCIAL SALES TAX	Percenta	0.00 X	45.90
GOODS AND SERVICES TAX 5.00%			36.11
ESTIMATED CHARGES			804.20 INITIAL X _____
(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).			
PAYMENTS MASTERCARD s.17 Auth #			

*\$228.54 credited
Oct 31, 2018*

I DECLINE OPTIONAL LOSS DAMAGE WAIVER. X _____

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

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

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

s.15

Shannon Leigh Russell ✓

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

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

Thank you for staying with us
s.15

Stop: 5702

Charge Summary:

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

YELLOW CAB
BAY STREET VICTORIA
VICTORIA BC
21852400
GH2185240057

taxi from 44J →
home

stop: 6501

5702

**** PURCHASE ****

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

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

Total

\$73.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

11lowcabvictoria.ca
250-381-2222

THANK YOU

WESTPARK - THANK YOU

WESTPARK - THANK



WestPark Lot 702
4000 SEYMOUR

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

Card: *****S.17 ✓
Auth: 145310

Expires:
OCT 31 ✓
3:52PM

RECEIPT

PARKING RECEIPT

PARKING RECEIPT

parking at
4000 seymour
building

stob: 6501

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240040

**** PURCHASE ****

11-01-2018 18:19:48
Acct # *****s.17 C
Card Type MC
Name: SHANNON RUSSELL
A6000000041010 MasterCard

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

Total \$7.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

taxi to Event
Stop: 6501

THANK YOU
WESTPARK - THANK YOU
WESTPARK - THANK YOU
WESTPARK - THANK YOU

WestPark Lot 702
4000 SEYMOUR

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

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

Expires:
NOV 07
10:24AM

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

4.3kms Drive Leg → 4000 seymour

4.3kms Drive 4000 seymour → Leg

parking at
→ Seymour building
Stop: 6501



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130917

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 Russell, Shannon ✓	Employee ID s.22	Phone Number (250) 387-9699
Client Organization Citizens' Services	Job Title Senior Ministerial Assistant	Travel Group Code 3

5. Date Completed 2019/03/25	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel SMA duties - Nov 28 to Dec 6, 2018	Headquarters Victoria
--------------------------------------	--	---------------------------------

12. Mailing Address for Cheque
PO Box 9068 Stn Prov Gov 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
2018										
11/28	Vic to Van (PC)	0800	2000		0.00	66.00	F-LD	22.75	233.84	
11/29	Overnight Van	0700	2100		0.00	8.00	F-BL	30.50	233.84	
11/30	Overnight Van	0700	1700		0.00		F-BL	30.50	233.84	
12/01	Van to Ottawa (AC)	0800	2000		0.00	38.00	F-	51.50	269.12	
12/02	Overnight Ottawa	0830	1630		0.00		F-	51.50	269.12	
12/03	Overnight Ottawa	0830	1700		0.00		F-	51.50	269.12	
12/04	Overnight Ottawa	0830	1700		0.00		F-	51.50	269.12	
12/05	Overnight Ottawa	0800	1700		0.00		F-	51.50	269.12	
12/06	Ottawa-Van-Vic (AC)	0830	2330		0.00	141.50	F-	51.50	269.12	

TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total
				\$ 0.00	\$ 253.50	\$ 392.75	\$ 2047.12	\$ 0.00	\$ 2693.37 ✓

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
112	32805	34610	5701	3200000	s.22	859.27 s.22
112	32805	34610	5702	3200000		
112	92805	34610	5711	3200000		
112	32805	34610	5705	3200000		1834.10\$

Less Travel Advance
112

AMOUNT DUE TO EMPLOYEE 54. \$ 2693.37 ✓

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: _____

All flights were paid by the Office Purchase Card

Audit Trail for Travel Voucher (Restricted Use) E130917 for Russell, Shannon

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/03/25 16:47:52	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/03/25 17:27:46	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/03/25 17:28:01	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/03/25 17:32:13	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/03/25 17:35:38	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Russell, Shannon Shannon.Russell@gov.bc.ca	Saved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/03/26 09:37:57	Russell, Shannon (IDIR\SHANRUSS) Shannon.Russell@gov.bc.ca		Approved	Sims, Jinny Jinny.Sims@gov.bc.ca
2019/03/26 09:50:49	Sims, Jinny ✓ (IDIR\JSIMS) Jinny.Sims@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130917 for Russell, Shannon

2 note(s) returned.

Created On	Author	Note
2019/03/25 17:27:46	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Nov 28 - Travel Vic to Van for all day meetings, announcements and events at FNLG (No lunch or dinner per diem). Nov 29 - Overnight Van / FNLG (No breakfast or lunch per diem). Nov 30 - Overnight Van / FNLG (No breakfast or lunch per diem).
2019/03/25 17:28:01	Fleurant, Kathleen (IDIR\KFLEURAN) Kathleen.Fleurant@gov.bc.ca	Dec 1 - Overnight Van, attend morning CITZ event, then travel to Ottawa (full day per diem). Dec 2 - Overnight Ottawa, attend tour (full day per diem). Dec 3 - Overnight Ottawa, full day meetings (full day per diem). Dec 4 - Overnight Ottawa, full day meetings/tours (full day per diem). Dec 5 - Overnight Ottaway, full day meetings/tours (full day per diem). Dec 6 - Ottawa to Victoria, full day travel (full day per diem).

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**BRITISH
COLUMBIA**

The Best Place on Earth

TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

Out-of-Province Out-of-Canada In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR) Citizens' Services		VOTE	
EMPLOYEE NAME Shannon Russell		EMPLOYEE ID. s.22	
POSITION Senior Ministerial Assistant		BARGAINING UNIT / GROUP NO. n/a - OIC	
BRANCH / LOCATION / REGION Minister's Office, BC Legislature, Victoria			
DATE DEPARTING YYYY / MM / DD 2018/12/01	DATE RETURNING YYYY / MM / DD 2018/12/06 ✓	NO. OF WORKDAYS AWAY 6	ESTIMATED OVERTIME CLAIM 0 HOURS

ESTIMATED COSTS (IN CAN. \$)	
Transportation	<u>1,208.88</u>
Meals	<u>309</u>
Lodging	<u>1,345.6</u>
Overtime	<u>0</u>
Fees	<u>52.5</u>
Other	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SUB TOTAL	<u>2,915.98</u>
Less Costs paid by others	_____
TOTAL COSTS	<u>2,915.98</u>

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS
 N/A, OR: _____

DESTINATIONS
Ottawa, ON

METHOD OF TRAVEL
Air

PURPOSE OF TRAVEL
Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.
Minister Sims and her SMA, Shannon Russell traveled to Ottawa to make significant connections to federal agencies as they pertain to Minister's portfolio. It is important for Minister to build necessary relationships and position BC to affectively benefit from federal connectivity funding programs administered by Innovation, Science and Economic Development Canada and the CTRC.

**See trip proposal attached. ✓

Shannon Russell ✓

EMPLOYEE'S SIGNATURE
2019-03-25

SIGNATURES		
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.		
PLEASE SIGN ONE BOX ONLY		
DIRECTOR		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	DATE SIGNED YYYY / MM / DD
MINISTER		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	DATE SIGNED YYYY / MM / DD

J. Sims

FIN 99/WEB Rev. 2008/10/08 Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form



Reservation Confirmation

Your reservation is now confirmed

Reservation Number: s.22

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
RUSSELL, SHANNON	\$180.95	\$9.05	\$190.00	\$190.00	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P104	28 Nov 2018	09:00 - VICTORIA INT ARPT	09:25 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED

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

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	RUSSELL, SHANNON	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	RUSSELL, SHANNON	BRAVO FARE	\$113.03	\$5.65	\$118.68
1	RUSSELL, SHANNON	Security Surcharge	\$7.12	\$0.36	\$7.48
1	RUSSELL, SHANNON	Fuel Surcharge	\$8.00	\$0.40	\$8.40
1	RUSSELL, SHANNON	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	RUSSELL, SHANNON	Shop(1) - 1st Checked Bag	\$20.00	\$1.00	\$21.00
1	RUSSELL, SHANNON	Carbon Surcharge	\$4.80	\$0.24	\$5.04
Total			\$180.95	\$9.05	\$190.00

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
27 November 2018	ET - ELECTRONIC TICKET	\$169.00	GDS ACCOUNT		2914394	
28 November 2018	RUSSELL, SHANNON	\$21.00	MASTERCARD		2915029	111854

Tax Registration: 121386296 RT0001




Fare Terms and Conditions

Bravo Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$78.75 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$78.75 fee, per direction, per passenger (remaining balance held as a travel credit)

1420

 Lookupfare™	Lookup Fare LLC 3100 E 45th St #310, Cleveland, OH 44127, USA	Call for reservation Tel: 1-888-509-5589 support@lookupfare.com www.lookupfare.com

Bill To : Shannon Russell Po Box 9068 Stn Prov Govt, Victoria, CA-V8W 9E2	Passenger : Phone : 2503879699 Shannon Russell
---	--

Invoice No : 454727	PNR No : s.22	
Booking Date : Nov 27, 2018 13:19 PM	Departure Date : Nov 28, 2018 09:00 AM	

ITINERARY

Depart			
PACIFIC COASTAL AIRLINES	Flight No : 104	Nov 28, 2018 09:00 AM	Nov 28, 2018 09:25 AM
	Economy	YYJ - Victoria - CANADA	YVR - Victoria - CANADA

Card Number : s.17

Description	Ticket No.	Base Fare	Taxes & Surcharge	Total
Shannon Russell	9057227032084	99.00	64.65	163.65
TOTAL Fare in USD.				163.65 USD

on AC's P-card

Nov 28 - USD
USD

$$\begin{array}{r}
 \$133.65 = \$133.00 \text{ CAD} \\
 \$30.00 = \$41.08 \text{ CAD} \\
 \hline
 163.65 \text{ USD}
 \end{array}$$

Previous employee inadvertently booked flight through 3rd party agent.
SR

Russell, Shannon CITZ:EX

From: booking@lookupfare.net
Sent: November 27, 2018 10:34 AM
To: Gervais, Dominique CITZ:EX
Cc: booking@lookupfare.com
Subject: E-Ticket Confirmation From LookupFare: s.22



Need help, Our 24x7 Toll Free Support : **1-888-509-5589**

Dear Shannon

Greetings from Lookupfare

This is regarding your Bookings Reference Number .s.22

Ticket(s) issued for this itinerary are E-Ticket(s). Please carry a copy of this E-Ticket along with the valid state or federal Government issued identification (e.g. driver license, passport etc.) to the Airport on the date of Travel.

Traveler(s) Details

S.No	Name	Ticket Number	PNR Number
1	Shannon Russell	9057227032084	s.22

Itinerary Details

Airline Confirmation Number(s): s.22

Departure Flights Wed, Nov 28, 2018	
PACIFIC COASTAL AIRLINES Operated By : 8P	Flight No: 104 Class: Economy
Wed, Nov 28, 2018 09:00 AM YYJ (Victoria) Victoria Intl	Wed, Nov 28, 2018 09:25 AM YVR (Vancouver) Vancouver Intl
Seats Selected:P1 Airport Check In	

Price Details

Total Amount (Incl. All Fee & Taxes)

\$ 163.65 USD

Please feel free to contact us to confirm your itinerary, or other special requests (Seats, Meals, Wheelchair, etc.) and luggage weight allowances (a number of airlines have recently made changes to the luggage weight limits) 72 hours prior to the departure date. We look forward to help you again with your future travel plans.

Change/ Cancellation Policy

All travelers must confirm that their travel documents required are current and valid for their preferred destinations. The ticket(s) are refundable within 4 hours from the time of purchase ONLY for ticketed Airlines, at no extra cost. Once ticket is purchased, name changes are not allowed according to Airlines Policies, but some Specific Airlines allow minor corrections, usually involving 2-3 characters attracting a fees for this service. Prices do not include Baggage and Carry-On or other fees charged directly by the airline. Fares are not guaranteed until ticketed. Fare changes are subject to seat or class availability. All tickets are considered non-transferable & non-endorsable.

Note : For Spirit and Frontier Airlines tickets purchased for travel within 7 days (168 hours) of travel are non refundable after the time of purchase

Thank you for choosing Lookupfare.com

For immediate assistance please call
To make changes to your ticket reservation, please contact our Customer Service representative at our toll-free number on **1-888-509-5589**



Be Social



3100 E 45th Street #310 Cleveland OH 44127



If you have any questions, please mail us at support@lookupfare.com

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s.22

Card Transactions
2018/11/04 to 2018/12/03
Russell Shannon s.17;s.22

Previous Balance s.22
Credit Limit

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
s.22						
2018/11/28	Richmond Taxi #63	No	-	4.82	45.00	✓

Transaction: Details

Purchase: 2018/11/28

Amount: \$45.00 CAD

Richmond Taxi #63, Richmond

Merchant Detail	n/a	n/a
-----------------	-----	-----

Richmond Taxi #63, Richmond BC



Transaction Date 2018/11/28
 Posting Date 2018/11/30
 Internal Reference H49720181203rombgxtmk

Supplier Category Details

Merchant Type Transportation
 Merchant Category Limousines And Taxicabs (4121)
[View Supplier Details...](#)

[View Audit History](#)

Card Transaction - Extended Transaction Details

Total Tax Amount	4.820000	Item Number	1	C	 
Goods and Services Tax Rate	0.05	Interchange Rate Designator	40	C	
Goods and Services Tax Exempt Code	N	Healthcare Elig account type	00	£	
Provincial Sales Tax Rate	0.07	Healthcare Elig Amount Type	00	£	
Net Discount	0.00	Prescription Elig Account Type	00	F	
Exchange Rate Date	20181130	Prescription Elig Amount Type	00	F	
Acquiring ICA	00000011630	Prepaid Online Fee AcctType	00	C	
Sequence Number	0	Prepaid Online Fee Amount Type	00	F	

Close

Ms Shannon Russell
 BC
 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. : 10
 Membership No. :

Company Name : Provincial Government

Date	Description	Reference	Charges	Credits
✓ 11-28-18	Room Rate		199.00	233.84 ✓
11-28-18	Room DMF Fee 1.3%		2.58	
11-28-18	Room PST Tax 8%		16.13	
11-28-18	Room MRDT Tax 3%		6.05	
11-28-18	Room GST Tax 5%		10.08	
11-29-18	s.22			
✓ 11-29-18	Room Rate		199.00	233.84 ✓
11-29-18	Room DMF Fee 1.3%		2.58	
11-29-18	Room PST Tax 8%		16.13	
11-29-18	Room MRDT Tax 3%		6.05	
11-29-18	Room GST Tax 5%		10.08	
11-30-18	Mastercard	XXXXXXXXXXXXs.17	XX/XX	s.22

Total s.22

GST Tax Summary: s.15	
Room GST:	20.16
F&B GST:	0.00
Other GST:	s.22
Total GST:	

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

Nov 29

BLACKTOP & CHECKER
CABS#178
777 PACIFIC ST
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/11/29 ✓
TIME 0124 19:21:34
CLERK ID 2
RECEIPT NUMBER
C85010912-001-178-007 0

PURCHASE
TOTAL

\$8.00

MasterCard
A0000000041010
8B8863218162 27A
0000008000-E800
2929F3A974FAC6CE

APPROVED

AUTH# 222134 01-027
THANK YOU

VERIFIED BY PIN

IMPORTANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

HAPPY HOLIDAYS
THANK YOU FOR SHOPPING
AT xxxxxx

Ms Shannon Russell
 BC
 Canada

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

INFORMATION INVOICE

Page No. : 1 of 1
 Folio No. : s.22
 Conf No. :
 Invoice No. :
 Cashier No. : 48
 Membership No. :

Company Name : Provincial Government

Date	Description	Reference	Charges	Credits
11-30-18 s.22				
✓ 11-30-18	Room Rate		199.00	
11-30-18	Room DMF Fee 1.3%		2.58	
11-30-18	Room PST Tax 8%		16.13	
11-30-18	Room MRDT Tax 3%		6.05	
11-30-18	Room GST Tax 5%		10.08	
12-01-18	Mastercard	XXXXXXXXXXXX ^{s.17}	XX/XX	s.22
Total			s.22	

233.84 ✓

GST Tax Summary:	
Room GST:	10.08
F&B GST:	s.22
Other GST:	0.00
Total GST:	s.22

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

s.22

Card Transactions
2018/11/04 to 2018/12/03
Russell Shannon s.17;s.22

Previous Balance s.22
Credit Limit

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl
s.15;s.22					

2018/12/01 Capital Taxi 2771 Taxi

No

4.37

38.00

✓ 7

s.15;s.22

Transaction: Details

Purchase: 2018/12/01

Amount: \$38.00 CAD

Capital Taxi 2771 Taxi, Ottawa

Merchant Detail	n/a	n/a
------------------------	-----	-----

Capital Taxi 2771 Taxi, Ottawa ON



Transaction Date 2018/12/01
 Posting Date 2018/12/03
 Internal Reference H49720181204muuwrhej

Supplier Category Details

Merchant Type Transportation
 Merchant Category Limousines And Taxicabs (4121)
 View Supplier Details...

View Audit History

Card Transaction - Extended Transaction Details

Total Tax Amount	4.370000	Healthcare Elig account type	00	€	 
Goods and Services Tax Exempt Code	N	Healthcare Elig Amount Type	00	€	
Net Discount	0.00	Prescription Elig Account Type	00	F	
Exchange Rate Date	20181203	Prescription Elig Amount Type	00	F	
Acquiring ICA	00000003962	Prepaid Online Fee AcctType	00	C	
Sequence Number	0	Prepaid Online Fee Amount Type	00	F	
Item Number	1	Cash Back Account Type	00	T	
Interchange Rate Designator	40	Cash Back Amount Type	00	M	

Close

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Mrs Jogindera Sims
E-mail: DOMINIQUE.GERVAIS@GOV.BC.CA
Payment: CCCAXXXXXXXXXXXs.17

Handwritten note: He's P-card

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533
International Reservations
 Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC302	Vancouver (YVR)	Montreal Trudeau (YUL)	333	Economy Standard (W)	Confirmed
	Sat 01-Dec 2018 11:30 - TERMINAL M -MAIN	Sat 01-Dec 2018 19:04			
AC8989	Montreal Trudeau (YUL)	Ottawa (YOW)	CR9	Economy Standard (W)	Confirmed
<i>Operated by:</i>	Sat 01-Dec 2018	Sat 01-Dec 2018			
<i>Air Canada Express-Jazz</i>	21:15	22:02			
AC343	Ottawa (YOW)	Vancouver (YVR)	321	Economy Standard (W)	Confirmed
	Thu 06-Dec 2018 17:35	Thu 06-Dec 2018 20:08 - TERMINAL M -MAIN			

Passenger Information

Passenger: 1 Mrs Jogindera Sims

Ticket number: **014 2103 468393**

Passenger: 2 Ms Shannon Russell

Ticket number: **014 2103 468394**

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: s.22

Purchase Summary

Passenger: 1 Ticket number 014 2103 468393

Date of issue	14-Nov 2018
Fare Amount in Canadian dollars: <i>(including navigational & other charges)</i>	898.00
Taxes, Fees & Charges	

Total Fare in :	No Additional collection
------------------------	--------------------------

Ticket particularities:
NAMECHG
AC ONLY/NONREF/CHGFEE -BG:AC

Passenger: 2 Ticket number 014 2103 468394

Date of issue	14-Nov 2018
Fare Amount in Canadian dollars: <i>(including navigational & other charges)</i>	898.00
Taxes, Fees & Charges	

Total Fare in :	No Additional collection
------------------------	--------------------------

**Fare calculation:*
01DEC18YVR AC X/YMQ Q23.00AC YOW R411.00AC YVR
Q23.00R441.00CAD898.00 END ROE1.00 PD14.25CA2.99RC43.00SQ
46.61XG

Canadian tax registration numbers:
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.

INVOICE

Payee Shannon Russell ✓
 501 Bellville St
 Victoria BC V8W 9L9
 Canada

Room N° / N° Chambre s.15
 Arrival / Arrivée 01-Dec-18
 Departure / Départ 06-Dec-18
 Page N° 1 of 1
 Folio Window / Fenêtre 1
 Folio
 Folio N° s.22

Confirmation N° s.22

Group Name / Nom du Groupe

Date	Description	Reference	Debit / Frais	Credits
✓ 01-Dec-18	Accommodation		229.00	
01-Dec-18	MAT		9.16	
01-Dec-18	Occupancy HST		30.96	269.12
✓ 02-Dec-18	Accommodation		229.00	
02-Dec-18	MAT		9.16	
02-Dec-18	Occupancy HST		30.96	269.12
✓ 03-Dec-18	Accommodation		229.00	
03-Dec-18	MAT		9.16	
03-Dec-18	Occupancy HST		30.96	269.12
✓ 04-Dec-18	Accommodation		229.00	
04-Dec-18	MAT		9.16	
04-Dec-18	Occupancy HST		30.96	269.12
✓ 05-Dec-18	Accommodation		229.00	
05-Dec-18	MAT		9.16	269.12
05-Dec-18	Occupancy HST		30.96	
06-Dec-18	Mastercard	XXXXXXXXXXXX s.17 ✓ XX/XX		1,345.60

Total 1,345.60 **1,345.60**

Guest Signature / Signature Client

Balance / Solde de compte 0.00 ✓

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

WE HOPE YOU ENJOYED YOUR STAY WITH US!
 NOUS ESPÉRONS QUE VOUS AVEZ PASSÉ UN SÉJOUR DES PLUS AGRÉABLES!

Par la présente, je me déclare responsable pour le paiement de cette note dans le cas où, la personne ou la société indiquée ci-dessus manquerait d'en effectuer le règlement total ou partiel.

s.15

AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO: 0142103468594
NAME: RUSSELL/SHANNONMS
DATE OF ISSUE: 06DEC2018 ✓

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
s.22
YOWEM



	AMOUNT	TAX	TOTAL
FIRST BAGGAGE FEE	30.00	01.50XG	31.50
GRAND TOTAL	30.00	01.50	31.50



31.50

FORM OF PAYMENT: IN CANADIAN DOLLARS CA*****s.17
GST/TPS HST/TVH NO. 100092287 RT000 GST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

AIR CANADA
RUSSELL/SHANNONMS AORA
YOW 6 DEC 15:23
TO/VICTORIA LR
OK 8081YYJ
↑ AC 343 YVR ↑
s.22
0014 AC441317

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

<p>Name: Mrs Jogindera Sims E-mail: DOMINIQUE.GERVAIS@GOV.BC.CA Payment: CCCAXXXXXXXXXXXs.17</p>	<p>Customer Care Air Canada Reservations 1-888-247-2262</p> <p>Air Canada Flight Information 1-888-422-7533 International Reservations</p> <p>Alert me of flight changes Flight notification</p>
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Ac's Record

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC302	Vancouver (YVR)	Montreal Trudeau (YUL)	333	Economy Standard (W)	Confirmed
	Sat 01-Dec 2018 11:30 - TERMINAL M -MAIN	Sat 01-Dec 2018 19:04			
AC8989	Montreal Trudeau (YUL)	Ottawa (YOW)	CR9	Economy Standard (W)	Confirmed
<i>Operated by:</i>	Sat 01-Dec 2018	Sat 01-Dec 2018			
<i>Air Canada Express-Jazz</i>	21:15	22:02			
AC343	Ottawa (YOW)	Vancouver (YVR)	321	Economy Standard (W)	Confirmed
	Thu 06-Dec 2018 17:35	Thu 06-Dec 2018 20:08 - TERMINAL M -MAIN			

Passenger Information

Passenger: 1 Mrs Jogindera Sims
 Ticket number: **014 2103 468393**

Passenger: 2 Ms Shannon Russell
 Ticket number: **014 2103 468394**
 Frequent Flyer Pgm: Air Canada Aeroplan Program number: s.22

Purchase Summary

Passenger: 1 Ticket number 014 2103 468393

Date of issue 14-Nov 2018
Fare Amount in Canadian dollars: 898.00
(including navigational & other charges)
Taxes, Fees & Charges

Total Fare in : No Additional collection

Ticket particularities:
 NAMECHG
 AC ONLY/NONREF/CHGFEE -BG:AC

Passenger: 2 Ticket number 014 2103 468394

Date of issue 14-Nov 2018
Fare Amount in Canadian dollars: 898.00
(including navigational & other charges)
Taxes, Fees & Charges

Total Fare in : No Additional collection

**Fare calculation:*
 01DEC18YVR AC X/YMQ Q23.00AC YOW R411.00AC YVR
 Q23.00R441.00CAD898.00 END ROE1.00 PD14.25CA2.99RC43.00SQ
 46.61XG

Canadian tax registration numbers:
 XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
 RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
 XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: s.22

Name: Ms Shannon Russell
E-mail: DOMINIQUE.GERVAIS@GOV.BC.CA
Payment: CC CAXXXXXXXXXXXXXX s.17

AC's Record

<p>Customer Care Air Canada Reservations 1-888-247-2262</p> <p>Air Canada Flight Information 1-888-422-7533 International Reservations</p> <p>Alert me of flight changes Flight notification</p>
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Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8081	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Standard (G)	Confirmed
<i>Operated by:</i>	Thu 06-Dec 2018	Thu 06-Dec 2018			
<i>Air Canada Express-Jazz</i>	21:55 - TERMINAL M -MAIN	22:25			

Passenger Information

Passenger: 1 Ms Shannon Russell
 Ticket number: **014 2103 452974**
 Frequent Flyer Pgm: Air Canada Aeroplan Program number: s.22

Purchase Summary

Passenger: 1 Ticket number 014 2103 452974

Date of issue

14-Nov 2018

Fare Amount in Canadian dollars: 143.00

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	7.76
Airport Improvement Fee - Canada (SQ)	5.00

Total Fare in Canadian dollars: 162.88

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

**Fare calculation:*

06DEC18YVR AC YYJ Q12.00R131.00CAD143.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Shannon Russell	
Air Canada baggage rules apply. For flight(s): AC8081	1st bag: 30.00 CAD + taxes* per direction 2nd bag: 50.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency

Card Transactions
2018/12/04 to 2019/01/03
Russell Shannon -s.17;s.22

Previous Balance s.22
Credit Limit

Tran Date Supplier Image(s) Source Amount Amount Tax Amount Incl
s.15;s.22

✓	2018/12/06	Blue Line 1249 Taxitab	No	-	4.60	40.00	?
✓	2018/12/06	Yellow Cab	No	-	7.50	70.00	?

Transaction: Details

Purchase: 2018/12/06

Amount: \$40.00 CAD

Blue Line 1249 Taxitab, Ottawa

Merchant Detail	n/a	n/a
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Blue Line 1249 Taxitab, Ottawa ON



Transaction Date 2018/12/06
 Posting Date 2018/12/07
 Internal Reference H49720181211snsmdigmn

Supplier Category Details

Merchant Type Transportation
 Merchant Category Limousines And Taxicabs (4121)
[View Supplier Details...](#)

[View Audit History](#)

Card Transaction - Extended Transaction Details

Total Tax Amount	4.600000	Healthcare Elig account type	00	€	 
Goods and Services Tax Exempt Code	N	Healthcare Elig Amount Type	00	€	
Net Discount	0.00	Prescription Elig Account Type	00	F	
Exchange Rate Date	20181208	Prescription Elig Amount Type	00	F	
Acquiring ICA	00000003962	Prepaid Online Fee AcctType	00	C	
Sequence Number	0	Prepaid Online Fee Amount Type	00	F	
Item Number	1	Cash Back Account Type	00	T	
Interchange Rate Designator	40	Cash Back Amount Type	00	M	

Close

Transaction: Details

Purchase: 2018/12/06

Amount: \$70.00 CAD

Yellow Cab, Victoria

Merchant Detail	n/a	n/a
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Yellow Cab, Victoria BC



Transaction Date 2018/12/06
 Posting Date 2018/12/10
 Internal Reference H49720181212cbbwfmvov

Supplier Category Details

Merchant Type Transportation
 Merchant Category Limousines And Taxicabs (4121)
[View Supplier Details...](#)

[View Audit History](#)

Card Transaction - Extended Transaction Details

Total Tax Amount	7.500000	Item Number	1	C	 
Goods and Services Tax Rate	0.05	Interchange Rate Designator	40	C	
Goods and Services Tax Exempt Code	N	Healthcare Elig account type	00	€	
Provincial Sales Tax Rate	0.07	Healthcare Elig Amount Type	00	€	
Net Discount	0.00	Prescription Elig Account Type	00	F	
Exchange Rate Date	20181210	Prescription Elig Amount Type	00	F	
Acquiring ICA	00000011630	Prepaid Online Fee AcctType	00	C	
Sequence Number	0	Prepaid Online Fee Amount Type	00	F	

Close

