



## Control No.

E130619

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Tombs, Brenda	s.22	(250) 356-7750
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Social Development and Poverty Reduction	Executive Assistant	3

5. Date Completed 2019/02/19				6. Fiscal Year 2019		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province				14. Reason for Travel work					Headquarters Vancouver					
12. Mailing Address for Cheque s.22														
16. Travel Dates 2019		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
02/11 Van		Victoria (Ferry)	1300	2359	25	13.50	94.70 s.22		F-BL	30.50	134.70	s.22	18.90	parking
02/12		Victoria	0600	2359		0.00			F-	51.50	134.74		18.90	parking
02/13		Victoria	0600	2359		0.00			F-	51.50	134.74		18.90	parking
02/14 Vic		Vancouver(Ferry)	0600	1500	25	13.50	94.70		F-D	33.25				
TOTALS OF COLUMNS					36.	37.			38.	39.	40.	Claim Total		
					\$ 27.00	\$ 189.40			\$ 166.75	\$ 404.22	\$ 56.70			
48. Client Code		49. Resp.	50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
031		46001	48000		-5744		4600000		s.22		\$ 844.07			
031					5701						s.22			
031														
031														
Less Travel Advance														
031														
												54. \$ 844.07		
												-s.22		
												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) E130619 for Tombs, Brenda**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/19 15:54:02	Tombs, Brenda s.15 Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2019/02/19 15:57:23	Tombs, Brenda s.15 Brenda.Tombs@gov.bc.ca		Recalled	Tombs, Brenda Brenda.Tombs@gov.bc.ca
2019/02/19 15:58:37	Tombs, Brenda s.15 Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2019/02/19 15:59:28	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130619 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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**From:** [Tombs, Brenda SDPR:EX](#)  
**To:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)  
**Subject:** RE: expense claim from last week's travel  
**Date:** February 20, 2019 11:11:03 AM

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Hi Pat, I did yes. I believe the reservations are also listed on the receipts, aren't they? There are also charges listed on the receipts for changing the reservation as my trip got moved after I'd made the reservations. I believe it was \$5 to change each reso.

Thanks.

Brenda

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**From:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Sent:** Wednesday, February 20, 2019 11:03 AM  
**To:** Tombs, Brenda SDPR:EX  
**Subject:** RE: expense claim from last week's travel  
**Importance:** High

Hi Brenda,

I'm doing your travel claim today and I noticed you are only claiming \$74.70 on your ferry did you pay for the reservation and prepayment yourself. If yes you are entitled to that.

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

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**From:** Tombs, Brenda SDPR:EX  
**Sent:** February 19, 2019 4:00 PM  
**To:** Laird, Patricia FIN:EX  
**Cc:** McKnight, Valerie SDPR:EX; Squance, Leah SDPR:EX; Tombs, Brenda SDPR:EX  
**Subject:** expense claim from last week's travel

Hi Pat,

I hope you're well. I've just sent Leah my expense claim from last week and the receipts are attached. Let me know if you have any questions. Thank you!

Brenda

**Brenda Tombs**

s.15

CSA APPROVED  
HOTEL AND RATE

s.15

Ms Brenda Tombs ✓

s.22

Canada

Room

s.15

Arrival Date

: 02/11/19 ✓

Invoice No.

s.22

Folio No.

Conf. No.

Cashier No.

: 20

Billing Date

: 02/14/19

A/R Number

Min of Social Development &amp; F

Date	Description	Debit	Credit
02/11/19	Room Charge	✓ 115.00	
02/11/19	Destination Marketing Fee	1.15	
02/11/19	Provincial Room Tax	12.78	
02/11/19	Room GST	5.81	
02/11/19	Parking Charges	✓ 18.00	
02/11/19	GST	0.90	
02/12/19	Room Charge	✓ 115.00	
02/12/19	Destination Marketing Fee	1.15	
02/12/19	Provincial Room Tax	12.78	
02/12/19	Room GST	5.81	
02/12/19	Parking Charges	✓ 18.00	
02/12/19	GST	0.90	
02/13/19	Room Charge	✓ 115.00	
02/13/19	Destination Marketing Fee	1.15	
02/13/19	Provincial Room Tax	12.78	
02/13/19	Room GST	5.81	
02/13/19	Parking Charges	✓ 18.00	
02/13/19	GST	0.90	
02/13/19	Mastercard		460.92
Room H/GST Total - 17.43		Total	460.92
Other H/GST Total - 2.70		Balance	✓ 0.00
H/GST #			

\*Works out to \$134.74 per night  
18.90 per day for parking

XXXXXXXXXXXX

s.17

✓

XX/XX

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

s.15

Brenda paid for the change fees and reservation on her own cc. Not purchased on the office PCARD.





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130695

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

<b>Name</b> Tombs, Brenda				<b>Employee ID</b> s.22		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/02/27		<b>6. Fiscal Year</b> 2019		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> meeting				<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> s.22							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Claim</b>	<b>Cost</b>
2019							
02/25	Surrey -Van-Rich	0900	1630	82	44.28	s.22	0.00
02/25	Vancouver	1030	1530	36			0.00
02/25	Richmond	1530	1630	16			0.00
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>
				\$ 44.28	\$ 0.00	\$ 0.00	\$ 0.00
					s.22		
							<b>40.</b>
							\$ 30.00
							s.22
							<b>Claim Total</b>
							\$ 74.28
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>	
031	46001	48000	5711	4600000	s.22	\$ 74.28	
031			5702				
031							
031							
<b>Less Travel Advance</b>							
031							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b>
							\$ 74.28
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

**Audit Trail for Travel Voucher (Restricted Use) E130695 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/27 12:30:48	Tombs, Brenda s.15 Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2019/02/27 13:33:00	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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From: Tombs, Brenda SMPB-EX  
To: Laid, Patricia FIN-EX  
Cc: McKeogh, Valerie SMPB-EX; Sauter, Leah SMPB-EX; Tombs, Brenda SMPB-EX  
Subject: expense claim  
Date: February 27, 2019 12:42:36 PM

Hi Pat,

You'll be receiving an expense claim for Feb 25<sup>th</sup> shortly. A few things I wanted to note for you. The meeting was the 5<sup>th</sup> of a series of meetings we've held previously at the Surrey Public Library. When I got there on Monday however, I couldn't find anyone. I found out that the meeting was actually at the Pinnacle Hotel at 1133 West Hastings in downtown Vancouver, but I hadn't been informed. So you'll see attached a parking receipt at the Surrey library for 6 hours – as I assumed I'd be there all day when I parked. I then had to drive to downtown Vancouver to get to the meeting and then once it was over. When I left the Pinnacle hotel parkade (\$21 charge) at the end of the day, the machine did not give a receipt, which is why I've pasted a statement below with the charge. Will this do?

The mileage is from in the morning to the Surrey Public Library, then to the Pinnacle Hotel in downtown Vancouver and then again.

Let me know if you need any clarification on any of that. Thank you!

Brenda

**Brenda Tombs**  
Executive Assistant  
Honourable Shane Simpson  
Minister of Social Development and Poverty Reduction  
C: 250.361.8147

s.22

s.22

Home Accounts Card Transactions Reports Brenda

### Tombs Brenda - s.17

View Non-Posted Transactions

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl
				48.30	
2019/02/25	Concord Parking	No		0.96	9.00
2019/02/25	Precise Parklink Inc.	No		2.25	21.00

s.22

rights reserved. [Privacy policy](#) [Legal notice](#) [Security](#)

12:20 PM  
2019-02-27

**RECEIPT**  
City of Surrey  
City Hall Parkade

License Plate Number

s.22

Expiration Date/Time

**03:31 PM**  
**FEB 25, 2019**

Purchase Date/Time: 09:31am Feb 25, 2019

Total Due: \$9.00

Rate: \$9.00 for 6 Hours

Total Paid: \$9.00

Payment Type: Card

Ticket #: 00006460

S/N #: 500013501589

Setting: City Hall P2 P3

Mach Name: NCH-P3 Elevator 214

#\*\*\*\*  
s.17

MasterCard

Auth #: 123131

G RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

P



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E130666

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

<b>Name</b> Hannah, Jeff				<b>Employee ID</b> s.22				<b>Phone Number</b> s.22																																																																		
<b>Client Organization</b> Tourism, Arts and Culture				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3																																																																		
<b>5. Date Completed</b> 2019/02/25			<b>6. Fiscal Year</b> 2019			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																																	
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Work in Victoria						<b>Headquarters</b> Maple Ridge																																																																	
<b>12. Mailing Address for Cheque</b>																																																																										
<table border="1"> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th></th> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2019</td> <td></td> <td>MR-Victoria</td> <td>0700</td> <td>2000</td> <td>45</td> <td>24.30</td> <td></td> <td>F-</td> <td>51.50</td> <td>153.64</td> <td>95.70</td> <td></td> </tr> <tr> <td>02/19</td> <td></td> <td>Maple Ridge-Vic</td> <td>0800</td> <td>2030</td> <td>45</td> <td>24.30</td> <td></td> <td>F-</td> <td>51.50</td> <td>Hotel and parking</td> <td>74.70</td> <td>ferry ferry</td> </tr> <tr> <td>02/20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>												16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous				Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2019		MR-Victoria	0700	2000	45	24.30		F-	51.50	153.64	95.70		02/19		Maple Ridge-Vic	0800	2030	45	24.30		F-	51.50	Hotel and parking	74.70	ferry ferry	02/20												
16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																															
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02/19		Maple Ridge-Vic	0800	2030	45	24.30		F-	51.50	Hotel and parking	74.70	ferry ferry																																																														
02/20																																																																										
<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 48.60		<b>37.</b> \$ 0.00		<b>38.</b> \$ 103.00		<b>39.</b> \$ 153.64		<b>40.</b> \$ 170.40		<b>Claim Total</b> \$ 475.64																																																										
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>																																																														
126		-53184		54006		-5701		5188888		s.22		\$ 475.64																																																														
126		51384				5702																																																																				
126																																																																										
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**Audit Trail for Travel Voucher (Restricted Use) E130666 for Hannah, Jeff**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/02/25 11:58:47	Holding, Marina s.15 Marina.Holding@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2019/02/25 14:46:22	Holding, Marina s.15 Marina.Holding@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Notified	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2019/02/26 16:14:02	Hannah, Jeff s.15 Jeff.Hannah@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2019/02/26 16:16:20	Holding, Marina s.15 Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E130666 for Hannah, Jeff**

0 note(s) returned.

Created On	Author	Note

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Jeff

Approved Hotel and Rate on CSA

s.15

Mr Jeffrey Hannah ✓  
s.22

Canada

Min of Tourism, Sport &amp; the Ar

Room : s.15  
 Arrival Date : 02/19/19  
 Invoice No. : s.22  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 67  
 Billing Date : 02/20/19  
 A/R Number

Date	Description	Debit	Credit
02/19/19	Room Charge	✓ 115.00	
02/19/19	Destination Marketing Fee	1.15	
02/19/19	Provincial Room Tax	12.78	
02/19/19	Room GST	5.81	
02/19/19	Parking Charges	✓ 18.00	
02/19/19	GST	0.90	
02/20/19	Visa XXXXXXXXXXXXX s.17 ✓ XX/XX		153.64
Room H/GST Total - 5.81		✓	
Other H/GST Total - 0.90			
H/GST s.15			
<b>Total</b>		✓ 153.64	153.64
<b>Balance</b>		✓ 0.00	

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

s.15

Tsawwassen  
To  
Swartz Bay



**LANE 44**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/02/19 ✓  
RESERVATION-R0900  
CONF: B190338097  
RES: 1

1	Reservation Pr	21.00
20'	Undersize Vehi	57.50
1 ✓	Adult	17.20

Total	95.70 ✓
Prepayment	21.00

Visa  
\*\*\*\*\*S.17 ✓ 74.70  
AUTH 090335 66277657 0010011510 S  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

To  
Tsawwassen



**LANE 08**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/02/20 ✓

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70 ✓
-------	---------

Visa  
\*\*\*\*\*S.17 ✓ 74.70  
AUTH 005989 66277643 0010013500 S  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

TSA 19 Feb 2019 08:12:15



1007093 653112

SEE REVERSE SIDE OF TICKET

\*\*\*CARDHOLDER COPY\*\*\*

SWB 20 Feb 2019 18:06:29



1005017 748005

SEE REVERSE SIDE OF TICKET