

BRITISH
COLUMBIAMinistry of
Finance

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

BUSINESS EXPENSE APPROVAL NO.

BEA-BRO20190402

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

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED	YYYY/MM/DD
Evan Brown	(250) 387-1715	2019/04/15	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY/MM/DD
Office of the Premier Executive Branch	Victoria	2019/04/02	
		END DATE OF EVENT	YYYY/MM/DD

SECTION 2 - NAME / NATURE OF EVENT

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

Dinner during late session night.

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

See above

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		36A10	36200	36000000
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>Geary</i>		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531		PRINT NAME OF EXPENSE AUTHORITY Vanessa Geary		DATE SIGNED YYYY/MM/DD 2019/04/16
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER	6531	\$ 13.23	SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total. Evan Brown c/o Room 156, 501 Belleville St Victoria, BC V8V 1X4		
6. Event Planners, Speakers, etc.			QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to RPPM 4.3.2 X <i>E. Pulic</i>		
7. Travel Costs for Non-BC Government Participants					
8. Other:					
ESTIMATED TOTAL		\$ 13.23	REIMBURSEMENT TOTAL		\$ 13.23

CHECK # 513696 DATE 4/02/19
TABLE # TOGO17 TIME 6:14PM
***** DUPLICATE CHECK *****

-- s.15 : DELAINA --

ITEMS ORDERED	AMOUNT
1 s.22	11.50

SUBTOTAL 11.50

TOTAL DUE 11.50

TOTAL TAX INCLUDED IN BILL
GST IN 0.55

NAME: _____

GRATUITY _____

MINISTRY/ACCOUNT# _____

GST # s.15

s.15

s.15

22134585
GA2213458501

**** PURCHASE ****

04-02-2019 18:16:38

Acct # *****s.17 C

Card Type MC

Name: EVAN BROWN

A0000000041010 MasterCard

Trace # 4222

Inv. # 4495

Auth # 211638 RRN 001418047

Purchase \$11.50

Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

15%

1.72³ tip

= 13.23



BRITISH
COLUMBIA | Ministry of
Finance

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

BEA-BRO20190403

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

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED	YYYY/MM/DD
Evan Brown	(250) 387-1715	2019/04/15	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY/MM/DD
Office of the Premier Executive Branch	Victoria	2019/04/03	
		END DATE OF EVENT	YYYY/MM/DD

SECTION 2 – NAME / NATURE OF EVENT

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

Dinner during late session night.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

See above

SECTION 4 – BUSINESS EXPENSE REQUESTED			SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		36A10	36200	36000000
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>V. Geary</i>		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531		PRINT NAME OF EXPENSE AUTHORITY Vanessa Geary		DATE SIGNED YYYY/MM/DD 2019/04/16
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER	6531	\$ 13.22 ³	SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION		
6. Event Planners, Speakers, etc.			Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		
7. Travel Costs for Non-BC Government Participants			Evan Brown c/o Room 156, 501 Belleville St Victoria, BC V8V 1X4		
8. Other:			QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to CPM 4.3.2. <i>X. J. Butler</i>		
ESTIMATED TOTAL		\$ 13.22 ³	REIMBURSEMENT TOTAL		\$ 13.22

s.15

22134585
GA2213458501

**** PURCHASE ****
04-03-2019 18:24:32
Acct # ***** s.17 C
Card Type MC
Name: EVAN BROWN
A90000000041010 MasterCard

**** DUPLICATE ****
Trace # 4281
Inv. # 4555
Auth # 212432 RRN 001419056
TVR 0000008000 TSI E800
TC A42302A268F95546

Purchase \$11.50
Tip s.22
Total

(001) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your
records
Merchant copy

CHECK # 513864 DATE 4/03/19
TABLE # TOG01 TIME 6:31PM
***** DUPLICATE CHECK *****

s.15 : AMANDA --

ITEMS ORDERED	AMOUNT
1 s.22	11.50

SUBTOTAL 11.50

TOTAL DUE 11.50

TOTAL TAX INCLUDED IN BILL
GST IN 0.55

NAME:

EVAN BROWN

GRATUITY

MINISTRY/ACCOUNT#

s.15

172³ 15%
TIP
= 13.22³



BRITISH
COLUMBIA

Ministry of
Finance

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

BEA-BRO20190410

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

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Evan Brown

TELEPHONE NO.

(250) 387-1715

YYYY/MM/DD

DATE
SUBMITTED

2019/04/15

MINISTRY/DIVISION/BRANCH

Office of the Premier
Executive Branch

LOCATION (CITY) OF EVENT

Victoria

START DATE
OF EVENT

2019/04/10

END DATE
OF EVENT

YYYY/MM/DD

SECTION 2 - NAME / NATURE OF EVENT

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

Dinner during late session night.

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

See above

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		36A10	36200	36000000
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>Geary</i>		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531		PRINT NAME OF EXPENSE AUTHORITY Vanessa Geary		DATE SIGNED YYYY/MM/DD 2019/04/16
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER	6531	\$ 17.77	SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION		
6. Event Planners, Speakers, etc.			Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total. Evan Brown c/o Room 156, 501 Belleville St Victoria, BC V8V 1X4		
7. Travel Costs for Non-BC Government Participants			QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPRM 4.2.2. X <i>E. Geary</i>		
8. Other:					
ESTIMATED TOTAL		\$ 17.77	REIMBURSEMENT TOTAL		\$ 17.77

s.15

22134585
GA2213458501

**** PURCHASE ****

04-10-2019 18:46:42
Acct # *****s.17 C
Card Type MC
Name: EVAN BROWN
A0000000041010 MasterCard

Trace # 4556
Inv. # 4840
Auth # 214642 RRN 001425001

Purchase \$15.45
Tip s.22

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

CHECK # 514705 DATE 4/10/19
TABLE # TOG01 TIME 6:44PM
***** DUPLICATE CHECK *****

-- s.15 : AMANDA --

ITEMS ORDERED	AMOUNT
1 s.22	4.50
1	10.95

SUBTOTAL 15.45

TOTAL DUE 15.45

TOTAL TAX INCLUDED IN BILL
GST IN 0.73

NAME: _____

GRATUITY _____

MINISTRY/ACCOUNT# _____

s.15

15%

2.31² tip
17.77

BRITISH
COLUMBIAMinistry of
Finance

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

BUSINESS EXPENSE APPROVAL NO.

BEA-BRO20190425

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

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED	YYYY/MM/DD
Evan Brown	(250) 387-1715	2019/04/25	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY/MM/DD
Office of the Premier Executive Branch	Victoria	2019/04/25	
		END DATE OF EVENT	YYYY/MM/DD

SECTION 2 - NAME / NATURE OF EVENT

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

Lunch meeting prior to announcement

Premier John Horgan

COS Geoff Meggs

Evan Brown, EA

Jennifer Holmwood, Dep. Communications

Don Craig, Photographer

Minister Trevena, MOT

MA William Beale, MOT

ADM Kevin Volk, MOT

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

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

See above

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	8531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	\$ 119.62
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
36A10	36200	36000000

EXPENSE AUTHORITY SIGNATURE -- Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.

PRINT NAME OF EXPENSE AUTHORITY

Vanessa Geary

DATE SIGNED

YYYY/MM/DD

2019/04/26

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

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

Evan Brown
c/o 501 Belleville, Room 156
Victoria, BC V8V 1X4

QUALIFIED RECEIVER SIGNATURE -- Certified goods/services received pursuant to CFIA 4.3.2

ESTIMATED TOTAL

\$ \$ 119.62

REIMBURSEMENT TOTAL

\$ 119.62

s.22

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2019/04/25
TIME 4537 11:17:39
CLERK ID 02
RECEIPT NUMBER
C82006253-001-036-001-0

PURCHASE
AMOUNT \$104.02

s.22

MasterCard
A0000000041010
C34D1000EA60551A
0000008000-E800
8DC5D626BD1735CA

APPROVED

AUTH# 141740 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CHECK # 134713 DATE 4/25/19
NAME TOGO TIME 11:12AM
=====

s.22

: EMMA

ITEMS ORDERED	AMOUNT
1 s.22	12.89
2	21.12
3	38.76
1	12.92
1	13.36

SUBTOTAL 99.05
GST 4.97

TOTAL DUE 104.02

OF GUESTS 8

s.15

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

INVOICE #
MISC-BRO20190424

FORM USAGE

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

CHEQUE INFORMATION

Payee Name: Evan Brown Vendor #: 165486 Loc. Code:

Cheque Mailing Address: c/o Room 156, 501 Belleville Street, Victoria BC V8V 1X4

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
April 24, 2019	Cable for Portable Printer	19.03
Cheque Total		PST: \$1.19 GST: \$0.85 19.03


Signature of Individual Receiving Reimbursement

May 3, 2019.
Date

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

CODING

Client: 004 Resp: 36A10 Service Line: 36200 STOB: 6508 Project: 36000000


Expense Authority Signature

May 3, 2019
Date

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

THANK YOU FOR SHOPPING AT
s.15

For Portable
Printer.

SALESPERSON # 50639

VNTV MICRO CEL 3FT 71169271001
16.99 tpg

SUBTOTAL	\$16.99
PST02	\$1.19
GST	\$0.85
TOTAL	\$19.03
MASTERCARD	\$19.03
***** PURCHASE *****	
APPROVED	

Total: \$19.03

Card Type: MASTERCARD
Card Entry: CHIP
Acct #: *****s.17
Approval Code: 105809

PIN Verified

***** EMV PURCHASE *****
App Label: MasterCard
Mode: Issuer
AID: A0000000041010
TVR: 0000000000
IAD: 00106770030200001060000000000000FFTSI
: E800
TSI: E300
ARC: 03
AC: 211E3FEE7FA57AC5
CVM: 440302

CUSTOMER COPY

ITEMS 1
04/24/2019 07:58AM MELANIE
000860 01 50639 2556

HOW WAS OUR SERVICE TODAY? WE WANT TO
KNOW! PLEASE TAKE A QUICK SURVEY FOR A
CHANCE TO WIN A \$250 GIFT CARD!
s.15



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131026

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 Brown, Evan		Employee ID s.22		Phone Number s.17	
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2019/04/15		6. Fiscal Year 2020		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria
12. Mailing Address for Cheque					
16. Travel Dates 2019 04/03	17. Places Travelled *PCard Destination * Vic-Van-Vic (HJ) Start 0650 End 1200			18. Personal Vehicle Use Km Cost 0.00	19. Other Transport Costs 15.50
				20. & 21. Meals Claim F-LD Cost 22.75	22. Lodging Costs
				20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 15.50
				38. \$ 22.75	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 38.25
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200	51. STOB 5701	52. Project 3600000	45. Supplier Code s.22 Amount \$ 38.25
Less Travel Advance 004					
AMOUNT DUE TO EMPLOYEE					54. \$ 38.25
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) E131026 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/15 15:21:56	Parkinson, Elizabeth (IDIR\15) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/04/23 09:11:17	Brown, Evan (IDIR\15) Evan.Brown@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/04/24 09:41:51	Geary, Vanessa (IDIR\15) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E131026 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2019/04/15 15:21:56	Parkinson, Elizabeths. (IDIR\15) Elizabeth.Parkinson@gov.bc.ca	April 3: Vic-Van-Vic: Helijet return (on Pcard) Cab PD: BI

Production *** Copyright © Government of British Columbia

E131026

BLOOMINGDALE CRES 014
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
TYPE MASTERCARD
DATE 2019/04/23

15.30

MasterCard
PULL 0000041010
CARD 1D5BA68AD0D2
PULL 008000-E800
PULL 4970E39945349

APPROVED

AUTH# 100303 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

E131026

Parkinson, Elizabeth PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 11, 2019 12:46 PM
To: Parkinson, Elizabeth PREM: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 Evan Brown
Company Office Of The Premier

Booking # 1522

Wednesday, April 3, 2019

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

Add to Calendar

Invoice #398117

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Helijet fares are 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

E13026

Parkinson, Elizabeth PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 3, 2019 8:51 AM
To: Parkinson, Elizabeth PREM: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

Evan Brown

Company

Office Of The Premier

Booking # s.22

Wednesday, April 3, 2019

Invoice #398120

713

FARE-YWH-FULL_Winter2019

\$333.33

11:20 Vancouver Harbour (Downtown)

+ GST

\$16.67

11:55 Victoria Harbour (Downtown)

Billing

\$333.33

35 minutes

Taxes

\$16.67

Confirmed

Grand Total

\$350.00

1 Passengers - Full-Fare

Evan Brown, Male

Add to Calendar

Helijet fares are 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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131027

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 Brown, Evan			Employee ID s.22			Phone Number s.17																																						
Client Organization Office of the Premier			Job Title Executive Assistant			Travel Group Code 3																																						
5. Date Completed 2019/04/15		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information																																						
Type of Travel In Province		14. Reason for Travel Official Business				Headquarters Victoria																																						
12. Mailing Address for Cheque																																												
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>2019 04/05</th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td></td> <td>* Vic-Van-Vic(HJ/AC)</td> <td>0720</td> <td>2359</td> <td></td> <td>0.00</td> <td>13.50</td> <td>F-BL</td> <td>30.50</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		2019 04/05	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe		* Vic-Van-Vic(HJ/AC)	0720	2359		0.00	13.50	F-BL	30.50			
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																		
2019 04/05	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe																																	
	* Vic-Van-Vic(HJ/AC)	0720	2359		0.00	13.50	F-BL	30.50																																				
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 13.50		38. \$ 30.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 44.00																																	
48. Client Code 004 004 004 004		49. Resp. 36A10		50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22		Amount \$ 44.00																																
Less Travel Advance 004																																												
										54. AMOUNT DUE TO EMPLOYEE \$ 44.00																																		
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) E131027 for Brown, Evan

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/15 16:23:17	Parkinson, Elizabeth (IDIR\15) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/04/15 16:23:43	Parkinson, Elizabeth (IDIR\EPARKIN) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/04/23 09:11:04	Brown, Evan (IDIR\15) Evan.Brown@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/04/24 09:41:29	Geary, Vanessa (IDIR\15) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131027 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2019/04/15 16:23:17	Parkinson, Elizabeth (IDIR\5.15) Elizabeth.Parkinson@gov.bc.ca	April 5: Vic-Van-Vic: Helijet, (on Pcard) Cab, AC (on Pcard) PD: DI

Production *** Copyright © Government of British Columbia

E131027

Parkinson, Elizabeth PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 15, 2019 4:22 PM
To: Parkinson, Elizabeth PREM: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	Evan Brown
	Company	Office Of The Premier

Booking #s.22

Friday, April 5, 2019

708

08:40 Victoria Harbour (Downtown)

09:15 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Evan Brown, Male

Add to Calendar

Invoice #398922

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

On Account \$350.00

Date / Time April 5, 2019 @ 7:39:48 AM

Summary #160112

E12/027

MACLURE'S CAB 112
1275 75TH AVE W
VANCOUVER BC

*****s.17
CARD TYPE MASTERCARD
DATE 2019/04/03
TIME 7294 14:47:13
Clerk ID
RECEIPT NUMBER
00042931-001-730-012-0

PURCHASE
TOTAL

\$13.50

MasterCard
6011 00000041010
EB33125008F8
00000000-E800
444777334FB40

APPROVED

Auth# 174714 01-527
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORD

*604*831*1111*

* On Danny Houbert's Pcard.
E131027
s.22



Booking Confirmation

Booking Reference: s.22

Date of issue: 03 Apr, 2019

This is your official Itinerary/Receipt. 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.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Latitude

Friday
05 Apr, 2019

23:00
Vancouver
Vancouver Int. (YVR), BC
Terminal M



23:29
Victoria
Victoria Int. (YYJ), BC

AC8087

0hr29
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Passengers

John Horgan
Ticket Number
0142110839358

Seats
AC8087 c 1

Evan Brown
Ticket Number
0142110839359

Seats
AC8087 c 1

Jennifer Holmwood
Ticket Number
0142110839360

Seats
AC8087 c 1

E/31027



Purchase summary

MasterCard
 Amount paid: \$1414.74
 Tax information
 GST no. 10009-2287 RT0001
 \$67.38

3 adults

Air Transportation Charges

Base Fare	425.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	22.46
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options (per passenger)	\$471 ⁵⁸
--	---------------------

Number of passengers	X 3
----------------------	-----

Total	\$1,414 ⁷⁴
-------	-----------------------

GRAND TOTAL (Canadian dollars)	\$1414 ⁷⁴
--------------------------------	----------------------



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45minutes¹**Check-in and baggage drop-off deadline**

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

¹ From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131038

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 Brown, Evan		Employee ID s.22		Phone Number s.17	
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2019/04/17		6. Fiscal Year 2020		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria
12. Mailing Address for Cheque					
16. Travel Dates 2019 04/12 04/13	17. Places Travelled *PCard Destination Start End * Vic-Van (HJ/PC) 0830 1945 Vic 1000 1010			18. Personal Vehicle Use Km Cost 0.00 0.00	19. Other Transport Costs 61.10 13.50
20. & 21. Meals Claim Cost F-B 41.00 0.00		22. Lodging Costs		20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 74.60
				38. \$ 41.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 115.60
48. Client Code 004 004 004 004	49. Resp. 36A10 36A10	50. Service Line 36200 36200	51. STOB 5702 5701	52. Project 3600000 3600000	45. Supplier Code s.22
Less Travel Advance 004				Amount \$ 102.10 \$ 13.50	
AMOUNT DUE TO EMPLOYEE					54. \$ 115.60
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) E131038 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/17 11:34:07	Parkinson, Elizabeth (IDIR\15) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/04/23 09:10:50	Brown, Evan (IDIR\15) Evan.Brown@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/04/24 09:40:51	Geary, Vanessa (IDIR\15) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131038 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2019/04/17 11:34:07	Parkinson, Elizabeth (IDIR 15) Elizabeth.Parkinson@gov.bc.ca	April 12: Vic-Van-Powell River-Van-Vic: Pacific Coastal (on Pcard), cab PD: LDI Apl: 13: cab to pick up car at Helijet

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E131038

Evan.

YELLOW CAB
817 FISCARD STREET V8W1R9
VICTORIA BC
21052400
GW2105240041

**** PURCHASE ****

04-12-2019 19:39:37
Acct # *****s.17 C
Card Type MC
Name: EVAN BROWN
A0000000041010 MasterCard

Operator: 141
Trace # 256
Inv. # 8104
Auth # 223937 RRN 001409002

Total \$61.10

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUEBIRD CABS #18
2612 QUADRA ST
VICTORIA BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2019/04/13
TIME 5172 10:08:46
RECEIPT NUMBER
C85068911-001-676-006-0

PURCHASE
TOTAL

\$13.50

MasterCard
A0000000041010
FDAC13524C8FBB1E
0000008000-E800
3F6411F06C750C20

APPROVED

AUTH# 130846 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

E/31038

Parkinson, Elizabeth PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 5, 2019 12:15 PM
To: Loubert, Danny PREM: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	Mira Oreck
	Company	Government Of Bc

Booking #s.22											
Friday, April 12, 2019 710 09:35 Victoria Harbour (Downtown) 10:10 Vancouver Harbour (Downtown) 35 minutes Confirmed 5 Passengers - Full-Fare . Amber Hockin, Female . Evan Brown, Male . Jen Holmwood, Female	<div>Invoice #406711</div> <table><tr><td>FARE-YWH-FULL_Winter2019</td><td>\$1,666.65</td></tr><tr><td>+ GST</td><td>\$83.35</td></tr><tr><td>Billing</td><td>\$1,666.65</td></tr><tr><td>Taxes</td><td>\$83.35</td></tr><tr><td>Grand Total</td><td>\$1,750.00</td></tr></table> <p>Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.</p> <p>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</p>	FARE-YWH-FULL_Winter2019	\$1,666.65	+ GST	\$83.35	Billing	\$1,666.65	Taxes	\$83.35	Grand Total	\$1,750.00
FARE-YWH-FULL_Winter2019	\$1,666.65										
+ GST	\$83.35										
Billing	\$1,666.65										
Taxes	\$83.35										
Grand Total	\$1,750.00										

John Horgan, Male
s.15, Male

Add to Calendar

one-way travel.

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

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

Changes/Cancellations & No Show Penalty:

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

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

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

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

Aircraft Type:

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

E131038

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

PREMIER'S OFFICE - X
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: s.22
Date: 6th March 2019

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/EVAN
PNR: s.22
Destination: YPW

Order Number:
Customer Reference:
Date of Travel: 12th April 2019

Description	Amount
VICTORIA-POWELL RIVER 12APR19 RETURN	
PACIFIC COASTAL BASEFARE:	509.00
TAXES:	85.84
GST:	25.25
SERVICE FEE:	35.00
PAID FLIGHT CENTRE \$655.09	
Invoice Total:	\$655.09

E/31038



DEPARTURE: **FRIDAY 12 APR** Please verify flight times prior to departure

**PACIFIC COASTAL
8P 0119**

Duration:
0hr(s) 25min(s)

Class:
Economy

Status:
Confirmed

YVR
VANCOUVER BC,
CANADA

YYJ
VICTORIA BC,
CANADA

Aircraft:
BEECHCRAFT 1900
1900C 1900D SERIES
TURBOPROP

Departing At:
7:00pm

Arriving At:
7:25pm

Distance (in Miles): 40

Stop(s): 0

Terminal:
SOUTH TERMINAL

Terminal:
Not Available

Notes:
PACIFIC COASTAL
LOCATORs 22

Passenger Name:

- » HORGAN/JOHN
- » BROWN/EVAN
- » HOLMWOOD/JENNIFER
- » HOCKIN/AMBER

Seats:

- Check-In Required
- Check-In Required
- Check-In Required
- Check-In Required

Flight Centre Business Travel
250-360-2058

E131038

12 APR 2019 ▶ 12 APR 2019 TRIP TO VICTORIA BC, CANADA

PREPARED FOR
HORGAN/JOHN
BROWN/EVAN
HOLMWOOD/JENNIFER
HOCKIN/AMBER

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

RESERVATION CODE s.22



DEPARTURE: FRIDAY 12 APR Please verify flight times prior to departure

PACIFIC COASTAL
8P 0203

Duration:
0hr(s) 35min(s)

Class:
Economy

Status:
Confirmed

YVR
VANCOUVER BC,
CANADA

Departing At:
11:30am

Terminal:
SOUTH TERMINAL

YPW
POWELL RIVER BC,
CANADA

Arriving At:
12:05pm

Terminal:
Not Available

Aircraft:
BEECHCRAFT 1900
1900C 1900D SERIES
TURBOPROP

Distance (in Miles): 73

Stop(s): 0

Notes:
PACIFIC COASTAL
LOCATORs.22

Passenger Name:

» HORGAN/JOHN
» BROWN/EVAN
» HOLMWOOD/JENNIFER
» HOCKIN/AMBER

Seats:

Check-In Required
Check-In Required
Check-In Required
Check-In Required



DEPARTURE: FRIDAY 12 APR Please verify flight times prior to departure

PACIFIC COASTAL
8P 0218

Duration:
0hr(s) 35min(s)

Class:
Economy

Status:
Confirmed

YPW
POWELL RIVER BC,
CANADA

Departing At:
5:30pm

Terminal:
Not Available

YVR
VANCOUVER BC,
CANADA

Arriving At:
6:05pm

Terminal:
SOUTH TERMINAL

Aircraft:
BEECHCRAFT 1900
1900C 1900D SERIES
TURBOPROP

Distance (in Miles): 73

Stop(s): 0

Notes:
PACIFIC COASTAL
LOCATORs.22

Passenger Name:

» HORGAN/JOHN
» BROWN/EVAN
» HOLMWOOD/JENNIFER
» HOCKIN/AMBER

Seats:

Check-In Required
Check-In Required
Check-In Required
Check-In Required

Audit Trail for Travel Voucher (Restricted Use) E131062 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/24 10:39:48	Parkinson, Elizabeth s. (IDIR\15) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/05/03 15:21:23	Brown, Evan (IDIR\15) Evan.Brown@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/05/03 16:21:51	Geary, Vanessa (IDIR\15) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131062 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2019/04/24 10:39:48	Parkinson, Elizabeth (IDIR\5.15) Elizabeth.Parkinson@gov.bc.ca	April 15: Vic-Dawson Creek - Van: Charter, , Accommodation PD: F April 16: Van: Accommodation PD: F April 17: Van: A/C to Prince George-Van (on Pcard), , Cab PD: F April 18: Van-Vic: Helijet (on Pcard), Cab PD: BLI

Production *** Copyright © Government of British Columbia

E131062

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240014

**** PURCHASE ****
04-18-2019 18:18:16
Acct # *****s 17 C
Card Type MC
Name: EVAN BROWN
A0000000041010 MasterCard

Operator: 114
Trace # 2549
Inv. # 114
Auth # 211816 RRN 001674002

Total \$15.80

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLACK TOP & CHECKER CABS
#349
777 PACIFIC ST
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2019/04/17
TIME 0668 18:52:26
CLERK ID 2
RECEIPT NUMBER
035038682-001-267-004-2

PURCHASE
TOTAL

\$39.75

MasterCard
A0000000041010
0FC070662E728F97
0000008000-E800
EDA8E6DAA1C6B623

APPROVED

AUTH# 215226 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Evan Brown
s.22

Canada

Room Number: s.15
Arrival Date: 04-15-19
Departure Date: 04-18-19
Page No: 1 of 2
Folio No: s.22
Conf. No:
AR No:
Invoice No.:

INFORMATION INVOICE

Company Name: Provincial Government
Group Name:

04-18-19

Date	Description	Charges	Credits
04-15-19	Room Charge	229.00	
04-15-19	DMF	2.96	
04-15-19	PST	18.56	
04-15-19	GST	11.60	
04-15-19	AHRT	6.96	
s.22		(27.10)	Deducted.
04-16-19	Room Charge	229.00	
04-16-19	DMF	2.96	
04-16-19	PST	18.56	
04-16-19	GST	11.60	
04-16-19	AHRT	6.96	
04-17-19	Room Charge	229.00	
04-17-19	DMF	2.96	
04-17-19	PST	18.56	
04-17-19	GST	11.60	
04-17-19	AHRT	6.96	
04-18-19	Mastercard	XXXXXXXXXXXX s.17	XX/XX

269.⁰⁸/night

834.34
807.24

Evan Brown
s.22

Canada

Room Number: s.15
Arrival Date: 04-15-19
Departure Date: 04-18-19
Page No: 2 of 2
Folio No: s.22
Conf. No:
AR No:
Invoice No.:

INFORMATION INVOICE

Company Name: Provincial Government
Group Name:

04-18-19

Date	Description	Charges	Credits
	Total	834.34	834.34
	Balance	0.00	



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131122

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 Brown, Evan		Employee ID s.22		Phone Number s.17																																																							
Client Organization Office of the Premier		Job Title Executive Assistant		Travel Group Code 3																																																							
5. Date Completed 2019/05/03		6. Fiscal Year 2020		7. Special Cheque Issue																																																							
8. Cheque Stub Information																																																											
Type of Travel In Province		14. Reason for Travel Official Busines			Headquarters Victoria																																																						
12. Mailing Address for Cheque																																																											
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th>17. Places Travelled *PCard</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th>20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <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> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>04/24</td> <td>* Vic - Castle-Van (AC)</td> <td>0520</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>41.00</td> <td></td> </tr> <tr> <td>04/25</td> <td>* Van-Vic (IE)</td> <td>0000</td> <td>1815</td> <td></td> <td>0.00</td> <td></td> <td>22.75</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>31.50</td> <td></td> <td></td> </tr> </tbody> </table>						16. Travel Dates	17. Places Travelled *PCard	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	2019									04/24	* Vic - Castle-Van (AC)	0520	2359		0.00		41.00		04/25	* Van-Vic (IE)	0000	1815		0.00		22.75								31.50		
16. Travel Dates	17. Places Travelled *PCard	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																																																			
2019																																																											
04/24	* Vic - Castle-Van (AC)	0520	2359		0.00		41.00																																																				
04/25	* Van-Vic (IE)	0000	1815		0.00		22.75																																																				
						31.50																																																					
TOTALS OF COLUMNS				36. \$ 0.00	37. 31.50 \$ 0.00	38. \$ 63.75	39. \$ 269.08	40. \$ 0.00	Claim Total \$ 332.83																																																		
48. Client Code 004 004 004 004	49. Resp. 36A10 36A10	50. Service Line 36200 36200	51. STOB 5701 5702	52. Project 3600000 3600000	45. Supplier Code s.22		Amount \$ 291.83 \$ 41.00																																																				
Less Travel Advance 004																																																											
AMOUNT DUE TO EMPLOYEE								54. \$ 332.83																																																			
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) E131122 for Brown, Evan

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/03 14:40:34	Parkinson, Elizabeth s. (IDIR's 15) Elizabeth.Parkinson@gov.bc.ca	Brown, Evan Evan.Brown@gov.bc.ca	Notified	Brown, Evan Evan.Brown@gov.bc.ca
2019/05/03 15:21:09	Brown, Evan (IDIR's 15) Evan.Brown@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/05/03 16:21:11	Geary, Vanessa (IDIR's 15) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131122 for Brown, Evan

1 note(s) returned.

Created On	Author	Note
2019/05/03 14:40:34	Parkinson, Elizabeth (IDIR 15) Elizabeth.Parkinson@gov.bc.ca	April 24- Vic-Castlegar-Van: Air Canada (Pcard), Accommodation PD: BDI April 25: Van-Vic: Island Express (Pcard), Cab PD: BI

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K131/22

Evan Brown
s.22

Canada

Room Number: s.15
 Arrival Date: 04-24-19
 Departure Date: 04-25-19
 Page No: 1 of 1
 Folio No:
 Conf. No: s.22
 AR No:
 Invoice No.:

INFORMATION INVOICE

Company Name: Provincial Government
 Group Name:

04-25-19

Date	Description	Charges	Credits
04-24-19	Room Charge	229.00	
04-24-19	DMF	2.96	
04-24-19	PST	18.56	
04-24-19	GST	11.60	
04-24-19	AHRT	6.96	
04-25-19	Mastercard	XXXXXXXXXXXX s 17 XX/XX	269.08
Total		269.08	269.08
Balance		0.00	

E/3/122

NEWTON WHALLEY HI-WAY TAXI LTD.

UNIT 107 13119 84 AVE
SURREY BC V3M1B3
GST#R103871505RT0001
CAR 0105
(604) 581-1111

ID: 87533081
MEE ID: 745

BATCH:
SHIFT:

Sale

0000000042

SEQR: 7930016

Application Label: MasterCard

A0000000041010

00 00 00 00 00

TAT 68 00

MARKER 1

Total: CAD\$

31.50

APPROVED 142923
001700

25 Apr -19

11:24

CUSTOMER COPY
THANK YOU!



142923

E13/122

FLIGHT CENTRE®

The Airfare Experts

FC BUSINESS TRAVEL TUSCANY VILLAGE

615 Broughton St | Victoria, B.C. | V8W 1C8 Ph: 250 360 2058 Fax: 250 360 0268
GST #899450480 RT0001 QST #1217890167 TQ0001 CPBC #42324

INVOICE

PREMIER'S OFFICE - X
ROOM 156, WEST ANNEX
501 BELLEVILLE ST
V8V 1X4
VICTORIA BC V8V1X4

Invoice Number: s.22
Date: 11th April 2019

Consultant: TAMRA BARTILUCCI

Traveller Name: BROWN/EVAN
PNR: s.22
Destination: YCG

Order Number:
Customer Reference:
Date of Travel: 24th April 2019

Description	Amount
24 APR, VICTORIA TO CASTLEGAR	
24 APR, CASTLEGAR TO VANCOUVER	
AIR CANADA BASE FARE	651.00
AIRLINE TAXES AND FEES	60.25
GST	37.31
SERVICE FEE	35.00
<hr/>	
Invoice Total:	\$783.56

E131122

24 APR 2019 ▶ 24 APR 2019 TRIP TO VANCOUVER BC, CANADA

PREPARED FOR
HORGAN/JOHN
BROWN/EVAN
HOLMWOOD/JENNIFER
HOCKIN/AMBER

FLIGHT CENTRE
Business Travel

Flight Centre Business Travel
250-360-2058

RESERVATION CODE s.22
AIRLINE RESERVATION CODE s.22 (AC)

Travel Arranger Priority Comments
THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24-HOUR ASSISTANCE PLEASE CALL 1-250-415-2330



DEPARTURE: WEDNESDAY 24 APR Please verify flight times prior to departure

AIR CANADA
AC 8054

Operated by:
AIR CANADA EXPRESS - JAZZ

Duration:
0hr(s) 29min(s)

Class:
Economy

Status:
Confirmed

YYJ
VICTORIA BC,
CANADA

Departing At:
7:00am

Terminal:
Not Available

YVR
VANCOUVER BC,
CANADA

Arriving At:
7:29am

Terminal:
MAIN TERMINAL

Aircraft:
DEHAVILLAND DASH 8-
400 TURBOPROP

Distance (in Miles): 40

Stop(s): 0

Notes:
AIR CANADA
LOCATOR s.22
SEATS s.15

Passenger Name:

» HORGAN/JOHN
» BROWN/EVAN
» HOLMWOOD/JENNIFER
» HOCKIN/AMBER

Seats:

Check-In Required
Check-In Required
Check-In Required
Check-In Required

E131122

DEPARTURE: **WEDNESDAY 24 APR** Please verify flight times prior to departure**AIR CANADA**
AC 8246Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
1hr(s) 13min(s)Class:
EconomyStatus:
Confirmed**YVR**
VANCOUVER BC,
CANADADeparting At:
9:15amTerminal:
MAIN TERMINAL**YCG**
CASTLEGAR BC,
CANADAArriving At:
10:28amTerminal:
Not AvailableAircraft:
DEHAVILLAND DASH 8
TURBOPROP

Distance (in Miles): 252

Stop(s): 0

Notes:
AIR CANADA
LOCATOR-s 22
SEATS s 15

Passenger Name:

» HORGAN/JOHN
» BROWN/EVAN
» HOLMWOOD/JENNIFER
» HOCKIN/AMBER

Seats:

Check-In Required
Check-In Required
Check-In Required
Check-In RequiredDEPARTURE: **WEDNESDAY 24 APR** Please verify flight times prior to departure**AIR CANADA**
AC 8251Operated by:
/AIR CANADA EXPRESS - JAZZDuration:
1hr(s) 14min(s)Class:
EconomyStatus:
Confirmed**YCG**
CASTLEGAR BC,
CANADADeparting At:
3:55pmTerminal:
Not Available**YVR**
VANCOUVER BC,
CANADAArriving At:
5:09pmTerminal:
MAIN TERMINALAircraft:
DEHAVILLAND DASH 8
TURBOPROP

Distance (in Miles): 252

Stop(s): 0

Notes:
AIR CANADA
LOCATOR-s.22
SEATS s.15

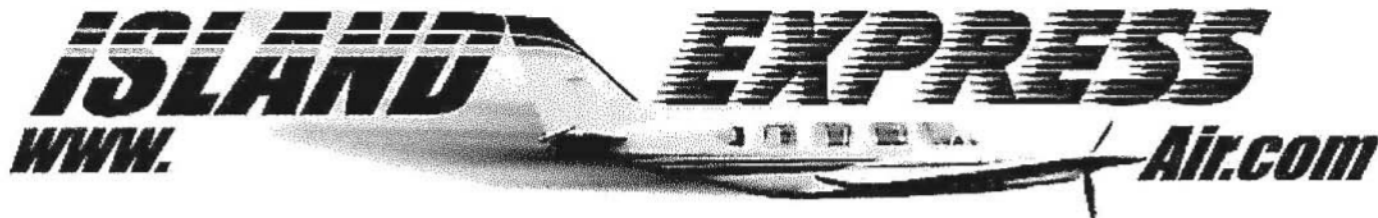
Passenger Name:

» HORGAN/JOHN
» BROWN/EVAN
» HOLMWOOD/JENNIFER
» HOCKIN/AMBER

Seats:

Check-In Required
Check-In Required
Check-In Required
Check-In RequiredFlight Centre Business Travel
250-360-2058

E131122



Billed to :	Tamra Bartilucci
Address :	615 Broughton Street, Victoria British Columbia, Canada V8W 1C8
Contact name & phone # :	Tamra Bartilucci 2503602058/

Invoice No : s.22 Invoice date : 2019-Apr-11

GST No : RT 83362 7896 Flight Date : 2019-Apr-25

You are confirmed on the following flights :

	Passenger Name	Flight No	Flight Time	From	To
1	John Horgan (M)	304 FRD	05:00 pm	YXX	YYJ
2	Evan Brown (M)	304 FRD	05:00 pm	YXX	YYJ
3	Jennifer Holmwood (F)	304 FRD	05:00 pm	YXX	YYJ
4	Geoffrey Meggs (M)	304 FRD	05:00 pm	YXX	YYJ

	Ticket Fare	FSC/Nav Can.	Airport Improv.	Security Tax	Luggage	GST	Total
1	132.69	13.00	6.00	7.12	0.00	7.94	166.75
2	132.69	13.00	6.00	7.12	0.00	7.94	166.75
3	132.69	13.00	6.00	7.12	0.00	7.94	166.75
4	132.69	13.00	6.00	7.12	0.00	7.94	166.75
Total	530.76	52.00	24.00	28.48	0.00	31.76	\$ 667.00
PAID							\$-667.00
Due							\$ 0.00

** Please note: some amounts may include rounded down half pennies. The final total properly reflects these items.
*** FLX denotes a Flex Ticket. FRD denotes a Freedom Ticket

ISLAND EXPRESS AIR

1-604-856-6260 1-888-856-6260

30440 Liberator Avenue
Abbotsford, BC V2T 6H5

E131122

25 APR 2019 ▶ 25 APR 2019 TRIP TO **VICTORIA BC, CANADA**

PREPARED FOR
HORGAN/JOHN
BROWN/EVAN
HOLMWOOD/JENNIFER
MEGGS/GEOFFREY

FLIGHT CENTRE
 Business Travel

Flight Centre Business Travel
 250-360-2058

RESERVATION CODE s.22

Travel Arranger Priority Comments

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
 YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
 FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

**DEPARTURE: THURSDAY 25 APR** Please verify flight times prior to departure

ZZ
ZZ 0304

Class:
 Economy

Status:
 Confirmed

YXX
 ABBOTSFORD BC,
 CANADA

YYJ
 ▶ VICTORIA BC,
 CANADA

Distance (in Miles): 55

Stop(s): 0

Notes:
 ISLAND AIR EXPRESS -
 REFERENCE
 s.22

Departing At:
5:00pm

Arriving At:
5:30pm

Terminal:
 Not Available

Terminal:
 Not Available

Passenger Name:

» HORGAN/JOHN
 » BROWN/EVAN
 » HOLMWOOD/JENNIFER
 » MEGGS/GEOFFREY

Seats:

Check-In Required
 Check-In Required
 Check-In Required
 Check-In Required

Flight Centre Business Travel
 250-360-2058



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131041

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 Scott, Samantha		Employee ID s.22		Phone Number s.17																																																										
Client Organization Attorney General		Job Title Executive Assistant		Travel Group Code 3																																																										
5. Date Completed 2019/04/17		6. Fiscal Year 2020		7. Special Cheque Issue																																																										
8. Cheque Stub Information																																																														
Type of Travel In Province		14. Reason for Travel Ministerial Business			Headquarters Victoria																																																									
12. Mailing Address for Cheque																																																														
<table border="1"> <thead> <tr> <th rowspan="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. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <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> </thead> <tbody> <tr> <td>2019 04/12</td> <td>* Vic-Van (Helijet)</td> <td>0400</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>11.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>04/15</td> <td>* Van-Vic (Helijet)</td> <td>0300</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>33.50</td> <td>F-D</td> <td>0.00</td> <td>33.25</td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 44.50</td> <td></td> <td>38. \$ 33.25</td> <td>39. \$ 0.00</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 77.75</td> </tr> </tbody> </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 04/12	* Vic-Van (Helijet)	0400	2359		0.00		11.00					04/15	* Van-Vic (Helijet)	0300	2359		0.00		33.50	F-D	0.00	33.25		TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 44.50		38. \$ 33.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 77.75
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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04/15	* Van-Vic (Helijet)	0300	2359		0.00		33.50	F-D	0.00	33.25																																																				
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 44.50		38. \$ 33.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 77.75																																																			
48. Client Code 105 105 105 105		49. Resp. 15002		50. Service Line 10005		51. STOB 5701		52. Project 1500000		45. Supplier Code s.22		Amount \$ 77.75																																																		
Less Travel Advance 105																																																														
										AMOUNT DUE TO EMPLOYEE		54. \$ 77.75																																																		
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) E131041 for Scott, Samantha

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/17 15:15:21	Addo, Wolfgang (IDIR\615) Wolfgang.Addo@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2019/04/17 15:40:13	Addo, Wolfgang (IDIR\615) Wolfgang.Addo@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Notified	Scott, Samantha Samantha.Scott@gov.bc.ca
2019/04/17 15:41:41	Addo, Wolfgang (IDIR\615) Wolfgang.Addo@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2019/04/17 15:50:36	Scott, Samantha (IDIR\615) Samantha.Scott@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/17 16:44:06	Harder, Derrick (IDIR\615) Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131041 for Scott, Samantha

1 note(s) returned.

Created On	Author	Note
2019/04/17 15:40:13	Addo, Wolfgang (IDIR\c 15) Wolfgang.Addo@gov.bc.ca	04/12/2019 Vic-Van Helijet Flight \$ from P-Card, Cab to Helijet terminal \$11.00, EA not calming Lodging costs 04/15/2019 Van-Vic Helijet Flight \$ P-Card, Cab to VCO to staff the Minister and to Helijet terminal \$33.50, Per Diem (F-D) \$33.25

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Addo, Wolfgang AG:EX

From: Scott, Samantha AG:EX
Sent: April 15, 2019 9:25 AM
To: Addo, Wolfgang AG:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Samantha Scott | Executive Assistant to the Honourable Minister Eby
Ministry of the Attorney General
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 12, 2019 3:58 PM
To: Scott, Samantha AG:EX <Samantha.Scott@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.22

Name

Samantha Scott

Company

Attorney General Office

Booking #s.22

Friday, April 12, 2019

Invoice #405075

724

SALE - Seat Sale \$209

\$199.05

+ GST

\$9.95

16:20 Victoria Harbour (Downtown)

16:55 Vancouver Harbour (Downtown)

Billing

\$199.05

35 minutes

Taxes \$9.95

Grand Total \$209.00

Confirmed

Mastercard \$209.00

1 Passengers - Sale

Samantha Scott, Female

Date / Time April 12, 2019 @ 3:57:26 PM

Summary #**** *s.17

Expiration 01 / 2022

Authorization 185725

Add to Calendar

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

Does not qualify for combination with Kids Fly Free promotions.

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

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

Changes/Cancellations & No Show Penalty:

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

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade

Addo, Wolfgang AG:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 17, 2019 3:08 PM
To: Addo, Wolfgang AG:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.22

Name

Samantha Scott

Company

Attorney General Office

Booking #s.22

Monday, April 15, 2019

719

14:10 Vancouver Harbour (Downtown)

14:45 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Sale

Invoice #405076

SALE - Seat Sale \$209

\$199.05

+ GST

\$9.95

Billing

\$199.05

Taxes

\$9.95

Grand Total

\$209.00

Mastercard

\$209.00

Date / Time

April 15, 2019 @ 1:55:18 PM

Summary

s 17

Expiration

01 / 2022

• **Samantha Scott, Female**

Authorization 165518

Add to Calendar

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

Does not qualify for combination with Kids Fly Free promotions.

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

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

Changes/Cancellations & No Show Penalty:

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

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

Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

YELLOW CAB

817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240090

PURCHASE

04-15-2019 14:58:16
Acct # *****s17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 Visa Credit
Operator: 261
Trace # 1361
Inv. # 261
Auth # 044800 RRN 001626008

Total \$12.50

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB #249
1441 CLARK DR
VANCOUVER BC

CARD *****s17
CARD TYPE VISA
DATE 2019/04/15
TIME 7644 08:02:04
CLERK ID 1
RECEIPT NUMBER
C85062942-001-007-903-0

PURCHASE
TOTAL

\$21.00

VISA CREDIT
A0000000031010
528A17874B4028D2
0080008000-E800
84C473D454109460
0080008000-F800

APPROVED

AUTH# 061485 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

BLUEBIRDS CABS #124
2612 QUADRA ST
VICTORIA BC

CARD *****s17
CARD TYPE VISA
DATE 2019/04/12
TIME 5599 15:53:53
RECEIPT NUMBER
H85038525-001-096-004-0

PURCHASE
TOTAL

\$11.00

Visa Credit
A0000000031010
DC445B8761D31EA0
0000000000-

APPROVED

FF/DT 20
AUTH# 005996 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

EN20EXEDIJ



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130994

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 Lo, Reamick ✓				Employee ID e 22		Phone Number (250) 812-8642	
Client Organization Environment and Climate Change Strategy				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2019/04/09		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial business				Headquarters MO -Vancouver	
12. Mailing Address for Cheque Room 112, 501 Belville St Victoria, BC V8V 1X4							
16. Travel Dates 2019 04/01 04/02 04/03 04/04 04/05	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost	Claim	Cost
	Vic	0700	2359		0.00	F-	51.50
	Vic	0700	2359		0.00	F-	51.50
	Vic	0700	2359		0.00	F-	51.50
	Vic	0700	2359		0.00	F-	51.50
Vic to Vancouver (ferry)	0700	1900	82	44.28	74.70	F-	51.50
						22. Lodging Costs	20. & 21. Miscellaneous
							Cost
							Describe
							April 1-4 includes Hotel parking (\$16.80 per night)
TOTALS OF COLUMNS				36. 45.10 82 kms \$ 44.28	37. ✓ \$ 74.70	38. ✓ \$ 257.50	39. ✓ \$ 578.00
							40. \$ 0.00
							Claim Total \$ 954.48
48. Client Code 048 048 048 048	49. Resp. 29005	50. Service Line 64000	51. STOB 5701	52. Project 2900000	45. Supplier Code s.22	Amount 955.30 \$ 954.48	
Less Travel Advance 048							
							54. 955.30 \$ 954.48
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	

FIN 10 (EFI-F0012 v2.6.1)

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

* effective April 1, 2019 \$0.55 per km

cont'd from E130993

DJ April 15/19

Audit Trail for Travel Voucher (Restricted Use) E130994 for Lo, Reamick

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/09 13:39:27	Lo, Reamick (IDIR\15) Reamick.Lo@gov.bc.ca		Saved	Lo, Reamick Reamick.Lo@gov.bc.ca
2019/04/09 13:40:45	Lo, Reamick (IDIR\15) Reamick.Lo@gov.bc.ca		Saved	Lo, Reamick Reamick.Lo@gov.bc.ca
2019/04/09 13:42:51	Lo, Reamick (IDIR\15) Reamick.Lo@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/04/11 11:25:04	Sather, Kelly ✓ (IDIR\15) Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E130994 for Lo, Reamick

1 note(s) returned.

Created On	Author	Note
2019/04/09 13:39:27	Lo, Reamick (IDIR\c 15) Reamick.Lo@gov.bc.ca	April 5 mileage - s.15 Delta Point-Legislative Assembly-Helijet- Legislative Assembly-Swartz Bay & Tsawwassen ferry-office-South Vancouver 82 km

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From: Lo, Reamick ENV:EX
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Mileage E130994
Date: April 9, 2019 2:07:10 PM

Hi there,

Our admin staff said mileage is \$0.55 beginning April 1st. However, auto input in the claim form is still set at \$0.54. Thanks.

Reamick Lo

Executive Assistant to the **Honourable George Heyman**
Minister of Environment and Climate Change Strategy
P: 250-812-8642

Swartz Bay
To
Tsawwassen



LANE 09

RECEIPT - PLEASE RETAIN

PURCHASE 2019/04/05 ✓

20'	Undersize Vehi	57.50
1 ✓	Adult	17.20

Total	74.70
Visa	
*****c 17	74.70
AUTH 00237I 66277641 001001090 5	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 05 Apr 2019 13:10:07



1005026 845900
86582
SEE REVERSE SIDE OF TICKET

Reamick Lo ✓

s.22

Receipt

Invoice date 4/5/2019
 Our reference s.15
 GST Number

Guest	Reamick Lo	Arrival	3/31/2019	Departure	4/5/2019	Room	s.15
Date	Description	Quantity	Unit Price	Total ()			
3/31/2019	Parking	1	16.00				16.00
3/31/2019	GST Parking	1	0.80				0.80
4/1/2019	Parking	1	16.00	\$16.80 x 4 nights	\$67.20		16.00
4/1/2019	GST Parking	1	0.80				0.80
4/2/2019	Parking	1	16.00				16.00
4/2/2019	GST Parking	1	0.80				0.80
4/3/2019	Parking	1	16.00				16.00
4/3/2019	GST Parking	1	0.80				0.80
4/4/2019	Parking	1	16.00				16.00
4/4/2019	GST Parking	1	0.80				0.80
				Total invoice			84.00
4/5/2019	Visa ✓						-84.00
				Total Paid			-84.00
				Total Due			0.00 ✓

Total GST 4.00
 s.15

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

Signature X _____

Reamick Lo ✓

s.22

Receipt

Invoice date 4/5/2019
 Our reference s.15
 GST Number

Guest	Reamick Lo	Arrival	3/31/2019	Departure	4/5/2019	Room	s.15
Date	Description	Quantity	Unit Price			Total ()	
3/31/2019	Room Charge	1	109.00			109.00	
3/31/2019	GST Room Taxes 5%	1	5.50			5.50	
3/31/2019	DMF Fee 1%	1	1.09			1.09	
3/31/2019	Municipal Room Tax 3%	1	3.30			3.30	
3/31/2019	Provincial Room Tax 8%	1	8.81			8.81	
✓ 4/1/2019	Room Charge	1	109.00		\$127.70 x 4 nights = \$510.80	109.00	
4/1/2019	GST Room Taxes 5%	1	5.50			5.50	
4/1/2019	DMF Fee 1%	1	1.09			1.09	
4/1/2019	Municipal Room Tax 3%	1	3.30			3.30	
4/1/2019	Provincial Room Tax 8%	1	8.81			8.81	
✓ 4/2/2019	Room Charge	1	109.00			109.00	
4/2/2019	GST Room Taxes 5%	1	5.50			5.50	
4/2/2019	DMF Fee 1%	1	1.09			1.09	
4/2/2019	Municipal Room Tax 3%	1	3.30			3.30	
4/2/2019	Provincial Room Tax 8%	1	8.81			8.81	
✓ 4/3/2019	Room Charge	1	109.00			109.00	
4/3/2019	GST Room Taxes 5%	1	5.50			5.50	
4/3/2019	DMF Fee 1%	1	1.09			1.09	
4/3/2019	Municipal Room Tax 3%	1	3.30			3.30	
4/3/2019	Provincial Room Tax 8%	1	8.81			8.81	
✓ 4/4/2019	Room Charge	1	109.00			109.00	
4/4/2019	GST Room Taxes 5%	1	5.50			5.50	
4/4/2019	DMF Fee 1%	1	1.09			1.09	
4/4/2019	Municipal Room Tax 3%	1	3.30			3.30	
4/4/2019	Provincial Room Tax 8%	1	8.81			8.81	
Total invoice						638.50	
4/5/2019	Visa ✓					-510.80	
4/5/2019	Visa					-127.70	

Subtotal 638.50

Reamick Lo
s.22

Receipt

Invoice date 4/5/2019
Our reference s.15
GST Number

Date	Description	Quantity	Unit Price	Total ()
			Total Paid	-638.50
			Total Due	0.00 ✓

Total GST 27.50

s.15

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

Signature X _____

<

s.15



Where ideas work

 Ministry of Finance and Supported Entities
Reimbursement Claim (for non-
 payroll related expenses)

INV# LO-190620

PAYEE NAME: <u>Reanick Lo</u>					SUPPLIER #: <u>s.22</u>		SITE: _____	
CHEQUE MAILING ADDRESS: <u># s.22</u>								
DESCRIPTION OF PURCHASE: <u>car use + office supplies</u>					DATE OF PURCHASE: <u>19/04/2019 - 20/06/2019</u> (DD-MMM-YYYY)			
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE <small>12%, 13%, 5%, 0%</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	
2.81	2.50	12%	048	29005	64000	6508	2900000	
16.80	14.99	12%	048	29005	64000	6508	2900000	
103.40			048	29005	64000	6501	2900000	
<div style="display: flex; justify-content: space-between; align-items: center;"> 123:01 TOTAL </div>								
EXPENSE AUTHORITY (EA) INFORMATION					SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR)			
<u>Kirsten Gordon</u> <small>EA PRINTED NAME</small>					<u>Reanick Lo</u> <small>QR PRINTED NAME</small>			
BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					<small>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</small>			
<u>Km</u> <small>EA SIGNATURE (if a non-Oracle user)</small>					<u>R-H</u> <small>QR SIGNATURE</small>			
ADDITIONAL INFORMATION OR INSTRUCTIONS:								

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

Drew, Ashley ENV:EX

From: Lo, Reamick ENV:EX
Sent: June 25, 2019 2:06 PM
To: Drew, Ashley ENV:EX
Subject: Petty cash
Attachments: IMG_0163.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Ashley,
Can you please fill out a petty cash form for me?

Here are the items with receipts:

Stationery \$2.81 ✓

Cell phone protetor \$16.8 ✓

In the past I include local (Vancouver) mileage in travel claim and Debra Janke from FIN MIN said I should claim it through petty cash.

Mileage (all round trips) @\$0.54/km ✓

Apr 19 - announcement -s.15

- 30km May 22 - ministerial meetings -s.15

✓ 28km June 1 - ministerial event -s.15

- 18km June 4 -- ministerial meetings - Vancouver-

s.15 - 28km June 12 - ministerial meetings -s.15 - 28km June 17 - ministerial meetings -s.15

- 28km June 20 - ministerial meetings - s.15

- 28km total

188 km x \$0.54 = \$101.52 ✓

X \$0.55 = \$103.40 ✓

Thanks.

Reamick

Audit Trail for Travel Voucher (Restricted Use) E131143 for Yeung, Lucinda

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/07 09:16:43	London, Kathy (IDIR\15) Kathy.London@gov.bc.ca	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca	Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2019/05/07 09:20:20	London, Kathy (IDIR\15) Kathy.London@gov.bc.ca	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca	Saved	Yeung, Lucinda Lucinda.Yeung@gov.bc.ca
2019/07/03 18:51:13	Yeung, Lucinda (IDIR\15) Lucinda.Yeung@gov.bc.ca		Initiated	Singh, Jasmyn Jasmyn.Singh@gov.bc.ca
2019/07/09 01:59:37	Singh, Jasmyn (IDIR\15) Jasmyn.Singh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131143 for Yeung, Lucinda

1 note(s) returned.

Created On	Author	Note
2019/05/07 09:20:20	London, Kathy (IDIR\k15...) Kathy.London@gov.bc.ca	April 13th travel by bus using compass card to Schwartz Bay ferry terminal; travel by ferry to Vancouver for EA Meeting. Taxi travel on April 15th. Return ferry from Vancouver to Victoria on April 28th and use of compass card pass from ferry to home.

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YELLOW CAB #302
1441 CLARK DR
VANCOUVER BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2019/04/15
TIME 0125 10:10:19
CLERK ID 1
RECEIPT NUMBER
C85041179-001-010-095-0

PURCHASE
AMOUNT **\$23.15**
s.22

MasterCard
A0000000041010
EBEFAD847EF73EC9
0000008000-E800
DAFA198ECF2E46BE

APPROVED

AUTH# 131019 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604 681 1111

Tsawwassen
To
Swartz Bay



FOOT AREA 5S

RECEIPT - PLEASE RETAIN

PURCHASE 2019/04/28

1 Adult 17.20

Total 17.20

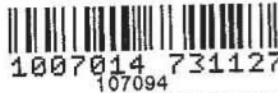
Master Card **17.20**

AUTH 193932 66277649 0010010490 3

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 28 Apr 2019 16:39:32



SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen



RECEIPT - PLEASE RETAIN

PURCHASE 2019/04/13

1 Adult 17.20

Total 17.20

MasterCard **17.20**

AUTH 193546 66251533 0010010320 C

MasterCard

A0000000041010 / 0000008000 / E800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

SWB 13 Apr 2019 16:35:45

7005424 505592

KIOSK00542

SEE REVERSE SIDE OF TICKET

From: [London, Kathy HLTH:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E131143 Lucinda Yeung
Date: November 19, 2019 4:06:58 PM
Attachments: [E131143 Receipts.pdf](#)

Oops. Attached,

Thanks

From: London, Kathy HLTH:EX
Sent: November 19, 2019 4:06 PM
To: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Subject: RE: E131143 Lucinda Yeung

Hi Debra, I did manage to track these down. I remember drafting a few and they never came back to me, so Lucinda must have finished them off and the copies never made it to you.

Thanks,

Kathy London

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: November 19, 2019 3:19 PM
To: Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>; London, Kathy HLTH:EX <Kathy.London@gov.bc.ca>
Subject: E131143 Lucinda Yeung

Hi Elijah and Kathy,

The above-noted travel claim was approved quite some time ago. The receipts have never been received. Do you have copies in your office?

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