AT20EXESLP05

BRITISH COLUMBIA
BC Public Service

Where ideas work

Travel Voucher (Restricted Use)

Control No.
E131075

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	Employee ID	Phone Number
Harder, Derrick	s.22	s.17
Client Organization	**Job Title**	**Travel Group Code**
Attorney General	Ministerial Assistant	3

5. Date Completed	6. Fiscal Year	7. Special Cheque Issue	8. Cheque Stub Information
2019/04/25	2020		

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

12. Mailing Address for Cheque
PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates 2019	17. Places Travelled *PCard Destination	Start	End	18. Personal Vehicle Use Km	Cost	19. Other Transport Costs	20. & 21. Meals Claim	Cost	22. Lodging Costs	20. & 21. Miscellaneous Cost	Describe
04/12	* Vic-Van (HA)	1400	2359		0.00		F-BL	30.50	231.59		
04/13	* Richmon-Vic (HA)	1500	2359		0.00	16.00	F-LD	22.75			
04/15	* Vic-Van (HA)	0800	2359		0.00	10.00	F-B	41.00	168.15		
04/16	* Van-Vic (HA)	1500	2359		0.00			0.00			
04/18	* Vic-Kamloops-Vic (AC)	0600	2359		0.00	209.00	F-BD	22.75			
TOTALS OF COLUMNS					36. $ 0.00	37. $ 235.00		38. $ 117.00	39. $ 399.74	40. $ 0.00	Claim Total $ 751.74

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
105	15002	10005	5701	1500000	s.22	$ s.22 519.99
105	15002	10005	5702	1500000		231.75
105						
105						
Less Travel Advance						
105						
				AMOUNT DUE TO EMPLOYEE		54. $ 751.74

45. Employee Signature (See Audit Trail)	Print Name	Date Signed
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not been reimbursed by any other party.		
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) Production *** Copyright © Government of British Columbia Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited 2019May02

Audit Trail for Travel Voucher (Restricted Use) E131075 for Harder, Derrick

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/25 15:11:51	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:17:35	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:28:38	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:28:48	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Notified	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:44:16	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:54:10	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Harder, Derrick Derrick.Harder@gov.bc.ca	Saved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/04/25 15:59:00	Harder, Derrick s.15 Derrick.Harder@gov.bc.ca		Approved	Eby, David David.Eby@gov.bc.ca
2019/05/02 11:24:33	Eby, David s.15 David.Eby@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131075 for Harder, Derrick

1 note(s) returned.

Created On	Author	Note
2019/04/25 15:28:38	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	04/12/2019 Vic-Van to Staff the Minister, Harbour Air Flight $ from P-Card, Per Diem (F-BL) $30.50, Hotel $231.59 04/13/2019 Richmond-Vic, Harbour Air Flight $ from P-Card, Cab $16.00, Per Diem (F-LD) $22.75 04/15/2019 Vic-Van Harbour Air Flight $ from P-Card, Cab $ 10.00, Per Diem (F-B) $41.00, Hotel $ 168.15 04/16/2019 Van-Vic Harbour Air Flight $ from P-Card, 04/18/2019 Vic-Kamloops-Vic, staffing the Minister, Air Canada Flight $ from P-Card, Cab $209.00, Per Diem (F-BD) $22.75

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Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: April 17, 2019 11:32 AM
To: Addo, Wolfgang AG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Derrick Harder
Company	Ministry Of The Attorney General

Booking #s.17

Friday, April 12, 2019

Flight #2160
14:30 Victoria Harbour / Map
15:05 Vancouver Harbour / Map

35 minutes

KK- Confirmed

Invoice #s.17	
Air Transportation Charges	
Sked 200/300 : (Pk) GO Flex	$198.07
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86

1 Passenger(s) - GoFlex

- **Derrick Harder, Male**

Add to Calendar

+ Goods and Services Tax	$10.42
Billing	$208.58
Taxes	$10.42
Grand Total	**$219.00**

Master Card		$219.00
Date / Time	April 12, 2019 @ 2:06:02 PM	
Summary	s.17	
Expiration		
Authorization	183441	

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: April 13, 2019 2:20 PM
To: Addo, Wolfgang AG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Derrick Harder
Company	Ministry Of The Attorney General

Booking s.17

Saturday, April 13, 2019

Flight #509
15:20 Richmond (YVR South) / Map
15:50 Victoria Harbour / Map

30 minutes

Invoice #s.17	
Air Transportation Charges	
Sked 500 : (St) GO Flex	$151.73
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 500 : Carbon Offset	$0.65
+ Goods and Services Tax	$7.62

KK- Confirmed

1 Passenger(s) - GoFlex

- **Derrick Harder, Male**

Add to Calendar

Billing	$152.38
Taxes	$7.62
Grand Total	**$160.00**

Master Card	$160.00
Date / Time	April 13, 2019 @ 2:19:00 PM
Summary	s.17
Expiration	
Authorization	183441

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

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

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: April 17, 2019 11:33 AM
To: Addo, Wolfgang AG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Derrick Harder
Company	Ministry Of The Attorney General

Booking #s.17

Monday, April 15, 2019

Flight #2040
08:35 Victoria Harbour / Map
09:10 Vancouver Harbour / Map

35 minutes

KK- Confirmed

Invoice #s.17	
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	$186.64
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86

1 Passenger(s) - GoFlex

- Derrick Harder, Male

Add to Calendar

+ Goods and Services Tax	$9.85
Billing	$197.15
Taxes	$9.85
Grand Total	**$207.00**
Master Card	$207.00
Date / Time	April 15, 2019 @ 8:17:16 AM
Summary	s.17
Expiration	
Authorization	115654

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: April 16, 2019 9:20 AM
To: Addo, Wolfgang AG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Derrick Harder
Company	Ministry Of The Attorney General

Advisory

Please see below for revised itinerary, changed by Wolfgang.

Booking #s.17

Tuesday, April 16, 2019

Flight #2190
15:30 Vancouver Harbour / Map
16:05 Victoria Harbour / Map

Invoice #s.17	
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	$186.64
Taxes, Fees and Charges	

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

- **Derrick Harder, Male**

Add to Calendar

All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86
+ Goods and Services Tax	$9.85
Billing	$197.15
Taxes	$9.85
Grand Total	**$207.00**

Master Card	$207.00
Date / Time	April 15, 2019 @ 8:17:16 AM
Summary	s.17
Expiration	
Authorization	115654

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

BLUEBIRD CABS #94
2612 QUADRA ST
VICTORIA BC

CARD **********s.17
CARD TYPE VISA
DATE 2019/04/15
TIME 1564 08:12:23
RECEIPT NUMBER
H85059543-001-012-086-0

PURCHASE
TOTAL

$10.00

Visa Credit
A0000000031010
6F2937A1D5D48E6D
0000000000-

APPROVED
FF/DT 20
AUTH# 067173 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GARDEN CITY CABS #76
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23008433
GH2300843301

**** PURCHASE ****

04-13-2019 14:17:22
Acct # **********s.17 C
Exp Date **/** Card Type VI
Name: DERRICK A HARDER
A0000000031010 VISA CREDIT

Operator: 1
Trace # 590
Inv. # 136
Auth # 016610 RRN 001836003

Total $16.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

s.15

CARD **********s.17
CARD TYPE VISA
DATE 2019/04/13
TIME 4083 10:09:00
RECEIPT NUMBER
C82005255-001-450-028-0

PRE-AUTH COMPLETION
TOTAL

$231.59

VISA CREDIT
A0000000031010

APPROVED

AUTH# 071302 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

s.15

04-13-19

Derrick Harder **po box 9044 stn prov govt** **Victoria BC V8W 9E2** **Canada**	Folio No. : A/R Number : Group Code : Company : s.15 : Invoice No. :	Room No. : s.15 Arrival : **04-12-19** Departure : **04-13-19** Conf. No. : s.22 Rate Code: **SGV** Page No. : **1 of 1**

Date	Description		Charges	Credits
04-12-19	Room Charge		197.10	
04-12-19	DMF 1.293%		2.55	
04-12-19	MRDT 3%		5.99	
04-12-19	PST 8% Room		15.97	
04-12-19	GST Room 5% #s.15		9.98	
04-13-19	Visa - Manual	071302		231.59
		Total	**231.59**	**231.59**
		Balance	**0.00**	

Guest Signature: _____

s.15

AG Signature.....

s.15

04-16-19

Derrick Harder **po box 9044 stn pov govt** **Victoria BC V8W 9E2** **Canada**	Folio No. : A/R Number : Group Code : Company : s.15 : Invoice No. :	Room No. : s.15 Arrival : **04-15-19** Departure : **04-16-19** Conf. No. : s.22 Rate Code: **SGV** Page No. : **1 of 1**

Date	Description	Charges	Credits
04-15-19	Room Charge	143.10	
04-15-19	DMF 1.293%	1.85	
04-15-19	MRDT 3%	4.35	
04-15-19	PST 8% Room	11.60	
04-15-19	GST Room 5% #s.15	7.25	
04-16-19	Visa - Manual		168.15
	Total	**168.15**	**168.15**
	Balance	**0.00**	

Guest Signature: _____
s.15

A G Signature

AIR CANADA

Itinerary / Receipt

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

Main Contact Information

Booking reference: s.22

Name: Mr Derrick Harder
E-mail: WOLFGANG.ADDO@GOV.BC.CA

Payment: CCCAXXXXXXXXXXXXXXXX s.17
CC CAXXXXXXXXXXXXX

Customer Care
Air Canada Reservations
1-888-247-2262

Air Canada Flight Information
1-888-422-7533
International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8054	Victoria (YYJ)	Vancouver (YVR)	DH4	Economy Flex (G)	Confirmed
Operated by:	Thu 18-Apr 2019	Thu 18-Apr 2019			
Air Canada Express-Jazz	07:00	07:29 - TERMINAL M -MAIN			
AC8190	Vancouver (YVR)	Kamloops (YKA)	DH4	Economy Flex (G)	Confirmed
Operated by:	Thu 18-Apr 2019	Thu 18-Apr 2019			
Air Canada Express-Jazz	08:50 - TERMINAL M -MAIN	09:38			
AC8193	Kamloops (YKA)	Vancouver (YVR)	DH4	Economy Flex (L)	Confirmed
Operated by:	Thu 18-Apr 2019	Thu 18-Apr 2019			
Air Canada Express-Jazz	13:40	14:31 - TERMINAL M -MAIN			

AIR CANADA

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8071	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy Flex (L)	Confirmed
Operated by:	Thu 18-Apr 2019	Thu 18-Apr 2019			
Air Canada Express-Jazz	15:15 - TERMINAL M -MAIN	15:44			

Passenger Information

Passenger: 1 **Mr Derrick Harder**

Ticket number: **014 2109 558821**

Purchase Summary

Passenger: 1 Ticket number 014 2109 558821

Date of issue	12-Mar 2019
Fare Amount in Canadian dollars:	409.00
(including navigational & other charges)	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.95
Total Fare in Canadian dollars:	45.95A

Ticket particularities:
CAD385.00 NONREF-BG:AC
**Fare calculation:*
18APR19YYJ AC X/YVR AC YKA Q12.00R237.00AC X/YVR Q12.00AC YYJ
R148.00CAD409.00 END ROE1.00 PD14.25CA20.46XG25.00SQ

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

Fare Rules Summary

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

YELLOW CAB
517 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240026

**** PURCHASE ****

04-18-2019 17:20:33
Acct # **********s.17 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 Visa Credit

Operator: 026
Trace # 5649
Inv. # 026
Auth # 010059 RRN 001864008

Total $74.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CABS
1100 ORD RD
KAMLOOPS, BC V2B 7V4

Merchant ID: 0000000001031 7
Term ID: 02428250
25570500017

Purchase

Visa Credit
XXXXXXXXXXXXs.17
AID: A0000000031010
Entry Method: Waved
Batch#: 000229
04/18/19 12:28:05

Ref#:000007732155
Inv #: 001514 Appr Code: 077728

Amount: $ 33.00
Tip: s.22

Total:

Customer Copy

YELLOW CABS
1100 ORD RD
KAMLOOPS, BC V2B 7V4

Merchant ID: 0000000001031 7
Term ID: 02428250
25570500017

Purchase

Visa Credit
XXXXXXXXXXXXs.17
AID: A0000000031010
Entry Method: Waved
Batch#: 000229
04/18/19 09:56:33

Ref#:000067129628
Inv #: 001512 Appr Code: 097799

Amount: $ 32.00
Tip: s.22

Total:

Customer Copy

BLUEBIRD CABS #123
2612 QUADRA ST 1
VICTORIA BC

CARD ********** s.17
CARD TYPE VISA
DATE 2019/04/18
TIME 1617 06:34:23
RECEIPT NUMBER
C85077623-001-108-002-0

PURCHASE
TOTAL $70.00

VISA CREDIT
A0000000031010
14C1B8BC5D5F81E9
0080008000-E800
815944D0374461DD
0080008000-F800

APPROVED
AUTH# 027035 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

+ Lunch Apr. 18 2019 AA

AT20EXESLP10

BRITISH COLUMBIA
BC Public Service

Where ideas work

Travel Voucher (Restricted Use)

Control No.
E131146

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	Employee ID	Phone Number
Smith, Jessica	s.22	s.22
Client Organization	**Job Title**	**Travel Group Code**
Attorney General	Senior Ministerial Assistant	3

5. Date Completed	6. Fiscal Year	7. Special Cheque Issue	8. Cheque Stub Information
2019/05/07	2020		

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

12. Mailing Address for Cheque
PO Box 9043 Stn Prov Govt , BC V8W 9E2

16. Travel Dates	17. Places Travelled *PCard			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2019	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
04/17	*Vic-Van (HA)	1630	2359		0.00	24.85		0.00			
04/18	Vancouver	0000	2359		0.00	27.80	F-BD	22.75			
04/23	Vancouver	0000	2359		0.00	s.22	F-BD	22.75		22.39	Office Supplies
04/24	Vancouver	0000	2359		0.00	6.65		0.00			
04/25	Vancouver	0000	2359		0.00	20.90 s.22		0.00		2.58	Printing Services
04/26	Vancouver	0000	2359		0.00	24.20		0.00			
04/29	*Van-Vic (Helijet	0700	2359		0.00	13.75		0.00			
TOTALS OF COLUMNS					36. $ 0.00	37. 118.15 $ s.22		38. $ 45.50	39. $ 0.00	40. 24.97 $s.22	Claim Total $ s.22 188.62

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
105	15002	10005	5701	1500000	s.22	$ s.22 163.65
105	15002	10005	6508	1500000		22.39
105	15002	10005	6509	1500000		2.58
105						
Less Travel Advance						
105						
				AMOUNT DUE TO EMPLOYEE		54. $ s.22 188.62

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

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

Audited 2019May14
SLP

Audit Trail for Travel Voucher (Restricted Use) E131146 for Smith, Jessica

10 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/07 10:00:51	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:03:36	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:30:45	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:31:31	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:31:43	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Notified	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:31:52	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:33:23	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/07 10:48:28	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	Smith, Jessica Jessica.C.Smith@gov.bc.ca	Saved	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2019/05/13 13:15:41	Smith, Jessica s.15 Jessica.C.Smith@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2019/05/13 14:13:51	Harder, Derrick s.15 Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131146 for Smith, Jessica

2 note(s) returned.

Created On	Author	Note
2019/05/07 10:30:45	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	04/17/2019 Vic-Van to Staff the Minister, Helijet Flight $ from P-Card, Cab $24.85 04/18/2019 Staffing the Minister at Vancouver, Cab $ 27.80, Per Diem $22.75 (F-BD) 04/23/2019 Staffing the Minister at Vancouver, Purchase Thumb Drive for AG's presentation s.22, Per Diem $22.75 (F-BD) â€¦â€¦.continue Notes, next page
2019/05/07 10:31:31	Addo, Wolfgang s.15 Wolfgang.Addo@gov.bc.ca	.â€¦...Notes Continuation 04/24/2019 Staffing the Minister at Vancouver, Cab $6.65 04/25/2019 Staffing the Minister at Vancouver, Print Speaking Notes for AG $2.58, Cab $20.90 04/26/2019 Staffing the Minister at Vancouver, Cab $24.20 04/29/2019 Van-Vic Helijet Flight from P-Card, Cab $13.75 FYI-MA is not claiming for Lodging

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Addo, Wolfgang AG:EX

From: reservation@harbourair.com
Sent: April 30, 2019 9:23 AM
To: Addo, Wolfgang AG:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Jessica Smith
Company	Ministry Attorney General

Booking #s.17

Wednesday, April 17, 2019

Flight #222/Twin Otter
17:00 Victoria Harbour / Map
17:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

Invoice #s.17	
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	$186.64
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86

1 Passenger(s) - GoFlex

- **Jessica Smith, Female**

Add to Calendar

+ Goods and Services Tax	$9.85
Billing	$197.15
Taxes	$9.85
Grand Total	**$207.00**

Master Card	$207.00
Date / Time	April 17, 2019 @ 4:39:04 PM
Summary	s.17
Expiration	
Authorization	122905

High Flyer Rewards	$18.66
Member	s.17

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

Addo, Wolfgang AG:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 30, 2019 9:51 AM
To: Addo, Wolfgang AG:EX
Subject: Thank you for choosing to take off with Helijet!

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	Jessica Smith
Company	Attorney General

Booking #s.22

Monday, April 29, 2019

705
07:50 Vancouver Harbour (Downtown)
08:25 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale
- **Jessica Smith, Female**

Add to Calendar

Invoice #413117	
SALE - Seat Sale $189	$180.00
+ GST	$9.00
Billing	$180.00
Taxes	$9.00
Grand Total	**$189.00**
Mastercard	$189.00
Date / Time	April 29, 2019 @ 7:29:48 AM
Summary	s.17
Expiration	

Authorization 171953

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

BLUEBIRD CABS #131
2612 QUADRA ST
VICTORIA BC

CARD s.17 ******
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/17
TIME 5942 08:41:18
RECEIPT NUMBER
C85069239-001-677-004-0

PURCHASE
AMOUNT $8.50
s.22

Interac
A0000002771010
78EC31D5378814CD
8080008000-6800
ABAB73ABF248EF6E
8080008000-7800

APPROVED
AUTH# 312790 00-001
THANK YOU

CARDHOLDER COPY

PHONE.250.382.2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ********** s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/17
TIME 1416 18:10:09
CLERK ID 1
INVOICE # 5259
RECEIPT NUMBER
C85041166-001-132-003-0

PURCHASE
AMOUNT $16.35
s.22

Interac
A0000002771010
C690B4BEB4DF65A9
8080008000-6800
291599A6A4E8A078
8080008000-7800

APPROVED
AUTH# 654100 00-001
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ********** s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/18
TIME 7251 15:53:44
CLERK ID 9
INVOICE # 81
RECEIPT NUMBER
C85026482-001-219-004-0

PURCHASE
AMOUNT $14.65
s.22

Interac
A0000002771010
FDF967C8249414AE
8080008000-6800
3CFA5428DE244906
8080008000-7800

APPROVED
AUTH# 572250 00-001
THANK YOU

CARDHOLDER COPY

YELLOW CAB #119
1441 CLARK DR
VANCOUVER BC

CARD **********s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/18
TIME 5534 10:55:18
CLERK ID 1
RECEIPT NUMBER
C85045856-001-003-844-0

PURCHASE
AMOUNT $13.15
s.22

Interac
A0000002771010
753DEA4CFC802B9B
8080008000-6800
2DF58AF6B17ACA6D
8080008000-7800

APPROVED
AUTH# 393180 00-001
THANK YOU

GARDEN CITY CAB #175
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23686725
GH2368672501

**** PURCHASE ****

04-24-2019 08:34:02
Acct # **********s.17 C
Card Type DP Account Chequing
Name:
A0000002771010 Interac

Operator: 1
Trace # 204
Inv. # 1
Auth # 308420 RRN 001046002

Purchase $6.65
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

YELLOW CAB #342
1441 CLARK DR
VANCOUVER BC

CARD **********s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/25
TIME 2599 07:41:42
CLERK ID 1
RECEIPT NUMBER
C85003405-001-001-381-0

PURCHASE
AMOUNT $11.05
s.22

Interac
A0000002771010
3B5E845801134483
8080008000-6800
52CF3C941266B575
8080008000-7800

APPROVED
AUTH# 277030 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

YELLOW CAB #116
1441 CLARK DR
VANCOUVER BC

CARD s.17 ******
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/26
TIME 3361 17:21:12
CLERK ID 5
RECEIPT NUMBER
C85013410-001-004-766-0

PURCHASE $13.45
AMOUNT
s.22

Interac
A0000002771010
8F28D9BE794532B1
8080008000-6800
C44B74604191134CC
8080008000-7800

APPROVED 00-001
AUTH# 624720
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

YELLOW CAB #145
1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/26
TIME 1369 07:51:10
CLERK ID 1
RECEIPT NUMBER
C85023213-001-013-098-0

PURCHASE
AMOUNT $10.75
s.22

Interac
A0000002771010
C486A7CFAAD9C86E
8080008000-6800
F9F3F1179A4703DB
8080008000-7800

APPROVED
AUTH# 282700 00-001
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

BLACK TOP & CHECKER CABS
777 PACIFIC STREET
VANCOUVER, BC V6Z 2R7
6046813201
https://www.btccabs.ca

Transaction 000077304030

Total CA$9.85
s.22

Station: BT01

Account: Chequing
25-Apr-2019 9:34:39AM
CA$12.85 | Method: EMV
Interac XXXXXXXXXXXXs.17
Ref #: 000077304030
Auth #: 344780
MID: ********3884
AID: A0000002771010
AthNtwkNm: INTERAC
PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

YELLOW CAB #263
1441 CLARK DR
VANCOUVER BC

CARD **********s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/29
TIME 2325 07:28:37
CLERK ID 1
RECEIPT NUMBER
C85076035-001-001-587-0

PURCHASE
AMOUNT $13.75

s.17

Interac
A0000002771010
9FA9B24034DB01A1
8080008000-6800
9CC339DDD1ECFA04
8080008000-7800

APPROVED
AUTH# 269170 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

s.15

Printing Speaking Notes

Printing SNs

Cashier: Clerk01
Invoice:59436
04/25/2019 18:05

Product	Qty	Price	Disc	Total
8.5X11 B/W FULL SERVE COPY	8	0.10	0.0%	0.80
SELF PROCESSING FEE B/W	1	1.50	0.0%	1.50
Sub Total				2.30
GST				0.12
British Columbia PST				0.16
Total				2.58
Debit				2.58

s.15

s.15

GST/HST #

Thumbdrive for MDE presentation

s.15

s.15

SANDISK 16G USB 19.99 B

$22.39 including Tax

s.22

**** TAX 2.50 BAL 24.58

VF Debit Card 24.58

XXXXXXXXXXXXs.17

AUTH: 426090

CHANGE .00

(P)ST 1.40

(G)ST 1.10

4/23/19 11:50 0004 92 0082 23937

(B)OTH = G.S.T. + P.S.T.

s.15

DIRECT PAYMENT TRANSACTION RECORD

---

s.15

CASH REG.:092 EMPLOYEE: 23937 1

NO.: XXXXXXXXXXXXs.17

AMOUNT $24.58

INTERAC PURCHASE
FLASH DEFAULT

04/23/19 11:50:08 AUTH: 426090
REFERENCE: 66272805 0010015890 H

APL: Interac
APN:
AID: A0000002771010
TVR: 8080008000

00 APPROVED - THANK YOU 001

FI20EXEDIJ

BRITISH COLUMBIA
BC Public Service

Where ideas work

Travel Voucher (Restricted Use)

Control No.
E131229

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	Employee ID	Phone Number
Spilker, Robyn	s.22	(250) 952-7627
Client Organization	**Job Title**	**Travel Group Code**
Finance	Ministerial Assistant	3

5. Date Completed	6. Fiscal Year	7. Special Cheque Issue	8. Cheque Stub Information
2019/05/17	2020	EFT	

Type of Travel	14. Reason for Travel	Headquarters
In Province	Staffing Minister	Victoria

12. Mailing Address for Cheque
Minister's Office Room 153, Parliament Buiildings Victoria, BC V8V 1X4

16. Travel Dates 2019	17. Places Travelled Destination	Start	End	18. Personal Vehicle Use Km	Cost	19. Other Transport Costs	20. & 21. Meals Claim	Cost	22. Lodging Costs	20. & 21. Miscellaneous Cost	Describe
04/18	Vict-New York (AC)	0600	2359		0.00			0.00	0.00	* 31.50	Baggage Fee
04/20	New York	0600	2359		0.00	*	F-BL	* 30.50	* 293.81		
04/21	NY-~~Montreal~~	0600	2359		0.00	10.80 s.22	F-D	* 33.25	* 293.81	* 0 s.22	~~Baggage Fee~~
04/22	NY-Montreal (AC)	0600	2359		0.00	(less tip)		0.00	214.21	23.52 s.22	Baggage Fee
04/23	Montreal-Toronto (AC)	0600	2359		0.00		F-BL	30.50	233.86	45.42	Baggage Fee
04/24	Toronto	0600	2359		0.00		F-LD	22.75	233.86	0 s.22	~~Baggage Fee~~
04/25	Toronto-Victoria (AC)	0600	2359		0.00		F-D	33.25		31.50	Baggage Fee
										230.94	US Exchange
	* US Exchange $685.69 @$1.3368=$230.94										
TOTALS OF COLUMNS					**36.** $ 0.00	**37.** 10.80 $ s.22		**38.** $ 150.25	**39.** $ 1269.55	**40.** 362.88 $ s.22	**Claim Total** $ s.22 1793.48

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
022	32001	34000	5714 06	3200000 ~~2714737~~	2714737	916.63 $ s.22
022	32001	34000	5705	3200000	2714737	876.85
022					2714737	
022					2714737	
Less Travel Advance						
022					2714737	
				AMOUNT DUE TO EMPLOYEE		**54.** 1793.48 $ s.22

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

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

All flights were paid by the Office P/Card

* included under stob 5706

DJ May 24/19

Audit Trail for Travel Voucher (Restricted Use) E131229 for Spilker, Robyn

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/17 12:51:04	Reid, Heidi s.15 Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2019/05/17 12:51:47	Reid, Heidi s.15 Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2019/05/17 12:57:48	Reid, Heidi s.15 Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2019/05/21 16:31:58	Spilker, Robyn s.15 Robyn.Spilker@gov.bc.ca		Initiated	Lawson, Liam Liam.Lawson@gov.bc.ca
2019/05/21 16:32:17	Lawson, Liam s.15 Liam.Lawson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131229 for Spilker, Robyn

1 note(s) returned.

Created On	Author	Note
2019/05/17 12:51:47	Reid, Heidi s.15 Heidi.Reid@gov.bc.ca	Will be attached on a separate sheet

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Notes for Travel Voucher # E131229
Robyn Spilker – Sr. Ministerial Assistant
To staff Minister on Investors Tour
Total Air Costs - $1550.45 paid for on p/card

April 18 – Victoria to New York
Personal time April 18 & 19th
No claims except for Baggage fee
Airline luggage fee - $31.50

April 20 – New York
Dinner p/diem $30.50
Hotel – $293.81 (US $)

April 21 – New York
Breakfast & Lunch p/diem $33.25
Hotel – $293.81 (US $)
Taxi - s.22 (US$)

April 22 – New York to Montreal
Hotel – $214.21
Airline Baggage fee - $23.52
Meals provided – No p/diems claimed

April 23 – Montreal to Toronto
Hotel – $233.86
Dinner p/diem - $30.50
Airline Baggage Fee - $45.42

April 24 – Toronto
Breakfast p/diem $22.75
Hotel – $233.86

April 25– Toronto – Vancouver – Victoria
Breakfast & Lunch p/diem $33.25
Airline luggage fee - $31.50

BRITISH COLUMBIA
The Best Place on Earth

TRAVEL AUTHORIZATION

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

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR): Finance

VOTE: 022

EMPLOYEE NAME: Robyn Spilker

EMPLOYEE ID.: s.22

POSITION: Sr. Ministerial Assistant

BARGAINING UNIT / GROUP NO.:

BRANCH / LOCATION / REGION: Minister's Office - Victoria

DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM
2019/04/18	2019/04/25	6	HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N / A, OR:

DESTINATIONS: Vancouver, New York, Montreal, Toronto

METHOD OF TRAVEL: Commercial Airlines

PURPOSE OF TRAVEL
Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Purpose of the trip is to meet with domestic and international investors and firms in the provinces' borrowing syndicate to discuss the provinces' credit history and borrowing program. This North American investor tour typically follows the provinces' annual budget and is important for supporting the most favourable reception for the province in the capital markets.

ESTIMATED COSTS (IN CAN. $)	
Transportation	2,500
Meals	350
Lodging	2,500
Overtime	
Fees	
Other Misc	250
SUB TOTAL	5,600
Less Costs paid by others	
TOTAL COSTS	5,600

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DIRECTOR			
ASSISTANT DEPUTY MINISTER			
DEPUTY MINISTER			
MINISTER	Carole James Minister Carole James		2019/03/29

EMPLOYEE'S SIGNATURE: Robyn Spilker — DATE SIGNED YYYY / MM / DD: 2019/03/28

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form

BANK OF CANADA
BANQUE DU CANADA

Currency Converter

Terms and Conditions
All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** for details.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

US dollar → Canadian dollar

Exchange rate summary		
Low	2019-04-22	1.3353
Average	2019-04-18 — 2019-04-22	1.3368
High	2019-04-18	1.3382

Results

Date	Value of 1.00 USD in CAD	USD → CAD	CAD → USD
2019-04-18	1.34 CAD	1.3382	0.7473
2019-04-19	Bank holiday	Bank holiday	Bank holiday
2019-04-22	1.34 CAD	1.3353	0.7489

Vision Travel DT Ontario-West Inc
116 - 4480 West Saanich Road
Victoria, BC V8Z 3E9
250-412-1888 877-412-1887

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: s.22
Issued: 05 March 2019

Agency Ref.: s.22
Sales Person: Clare Martin

Customer Number: s.22
Customer Ref.:

MINSTER OF FINANCE
ROOM 153 THE LEGISLATURE
VICTORIA, V8V 1X4

Passenger(s): **SPILKER/ROBYN** s.22

Disclaimer: **It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.**

Possible Airport Screening Delays:

Recent changes from the U.S. Department of Homeland Security will require additional screening measures for customers on international flights bound for the U.S. These screening measures pertain to any itinerary where a passport is required to enter the U.S. Customers entering the U.S. from an international airport are encouraged to arrive to the airport at least three (3) hours prior to departure to allow for this security measure.
https://www.dhs.gov/aviation-security

AIR - Thursday, April 18 2019 **Add To Calendar**

Air Canada Flight AC8054 Economy Class

Depart	Victoria, British Columbia Victoria International Airport 07:00 AM Thursday, April 18 2019	**Arrive**	Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 07:29 AM Thursday, April 18 2019

Duration:	0 hour(s) and 29 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: s.22
Equipment:	De Havilland Dash 8-400 Turboprop
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ

AIR - Thursday, April 18 2019 Add To Calendar

Air Canada Flight AC548 Economy Class

Depart	Vancouver, British Columbia Vancouver Intl, MAIN 08:45 AM Thursday, April 18 2019	**Arrive**	Newark, New Jersey Newark Liberty Intl, TERMINAL A 04:54 PM Thursday, April 18 2019

Duration:	5 hour(s) and 9 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: s.22
Meal:	Food For Purchase
Equipment:	Boeing 787-800
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH AIR CANADA

HOTEL - Saturday, April 20 2019 Add To Calendar

s.15

Check In/Check Out:	Saturday, April 20 2019 - Monday, April 22 2019
Status:	Confirmed - Confirmations.22
Room Type:	s.15
Rate per night:	USD 253.00 plus tax and/or additional fees
Number of Rooms:	1
Cancellation Policy:	Cancel 14 days prior to arrival
Additional Information:	s.15

AIR - Monday, April 22 2019 Add To Calendar

Air Canada Flight AC7639 Economy Class

Depart	New York, New York LaGuardia Airport, B 03:40 PM Monday, April 22 2019	**Arrive**	Montreal, Quebec Pierre Elliott Trudeau International Airport 05:04 PM Monday, April 22 2019

Duration:	1 hour(s) and 24 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: s.22
Equipment:	Embraer 175
Operated By:	/AIR CANADA EXPRESS - SKY REGIONAL OPERATED BY /AIR CANADA EXPRESS - SKY REGIONAL
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - SKY REGIONAL

HOTEL - Monday, April 22 2019

Add To Calendar

s.15

Check In/Check Out:	Monday, April 22 2019 - Tuesday, April 23 2019
Status:	Confirmed - Confirmation s.22
Room Type:	s.15
Rate per night:	CAD 180.00 plus tax and/or additional fees
Number of Rooms:	1
Cancellation Policy:	Cancel 1 days prior to arrival
Additional Information:	s.15

AIR - Tuesday, April 23 2019

Add To Calendar

Porter Airlines Flight PD476 Economy Class

Depart	Montreal, Quebec Pierre Elliott Trudeau International Airport 04:00 PM Tuesday, April 23 2019	**Arrive**	Toronto, Ontario Toronto City Centre Airport 05:10 PM Tuesday, April 23 2019

Duration:	1 hour(s) and 10 minute(s) Non-stop
Status:	Confirmed - Porter Airlines Booking Reference: s.22
Equipment:	De Havilland Dash 8-400 Turboprop
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH PORTER AIRLINES IN ORDER TO RECEIVE EMAIL ALERTS FROM PORTER AIRLINES REGARDING YOUR TRIP YOU NEED TO JOIN VIPORTER. WWW.FLYPORTER.COM/VIPORTER/REGISTRATION

HOTEL - Tuesday, April 23 2019

Add To Calendar

s.15

Check In/Check Out:	Tuesday, April 23 2019 - Thursday, April 25 2019
Status:	Confirmed - Confirmation s.22
Room Type:	CGO
Rate per night:	CAD 199.00 plus tax and/or additional fees
Number of Rooms:	1
Cancellation Policy:	Cancel 2 days prior to arrival
Additional Information:	s.15

AIR - Thursday, April 25 2019 Add To Calendar

Air Canada Flight AC115 Economy Class

Depart	Toronto, Ontario Pearson International Airport, 1 02:00 PM Thursday, April 25 2019	**Arrive**	Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 04:03 PM Thursday, April 25 2019

Duration:	5 hour(s) and 3 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: s.22
Meal:	Food For Purchase
Equipment:	Airbus Industrie A321
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH AIR CANADA

AIR - Thursday, April 25 2019 Add To Calendar

Air Canada Flight AC8075 Economy Class

Depart	Vancouver, British Columbia Vancouver Intl, MAIN 05:30 PM Thursday, April 25 2019	**Arrive**	Victoria, British Columbia Victoria International Airport 05:59 PM Thursday, April 25 2019

Duration:	0 hour(s) and 29 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: s.22
Equipment:	De Havilland Dash 8-400 Turboprop
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	NIL
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Air Canada SPILKER ROBYN s.22	s.22	1177.57	149.38	64.09	0.00	1391.04 Billed to: CAXXXXXXXXXXXXs.17
Porter Airlines SPILKER ROBYN s.22	s.22	59.00	43.12	5.11	10.18	117.41 Billed to: CAXXXXXXXXXXXXs.17
Service Fee SPILKER ROBYN s.22	s.22	40.00	0.00	2.00	0.00	42.00 Billed to: CAXXXXXXXXXXXXs.17
	Totals:	**1276.57**	**192.50**	**71.20**	**10.18**	**1550.45**

Total Credit Card Billing:	**1550.45**
Balance Due:	**0.00**

Remarks

TICKET IS NON-REFUNDABLE. CHANGE PENALTIES APPLY.
ANY CHANGES MUST BE MADE BEFORE THE ORIGINAL FLIGHT DATE.
IF THE TICKET IS CANCELLED THIS MUST BE DONE BEFORE THE
DATE OF THE FIRST FLIGHT.

s.15

s.15

INVOICE

Robyn s.22 Spilker

Room No.	s.15
Arrival	2019-04-20
Departure	2019-04-22
Page No.	1 of 1
Folio Window	1
Folio No.	s.22

Confirmation No. s.22

Group Name

Booking No.

Date	Description		Charges	Credits
04-20-2019	Accommodation		253.00	
04-20-2019	NY/NYC Sales Tax 8.875%		22.45	
04-20-2019	NYC Occupancy Tax 5.875%		14.86	
04-20-2019	NYC Unit Occupancy Tax		2.00	
04-20-2019	NYC Javits Occupancy Tax		1.50	
04-21-2019	Accommodation		253.00	
04-21-2019	NY/NYC Sales Tax 8.875%		22.45	
04-21-2019	NYC Occupancy Tax 5.875%		14.86	
04-21-2019	NYC Unit Occupancy Tax		2.00	
04-21-2019	NYC Javits Occupancy Tax		1.50	
04-22-2019	Master Card	XXXXXXXXXXXXs.17		-587.62
	Total		587.62	-587.62
	Balance		0.00	

293.81 (US)

293.81 (US).

US $

Guest Signature

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

s.15

X. Leanole James

Approved Accoms over The limit.

AIR CANADA
REPRINT FEE RECEIPT
TICKET NO:0143483345089

PNR RECLOC:
ISSUED BY :

NAME:SPILKER/ROBYNs.22
DATE OF ISSUE: 18APR2019

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

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

IN-TRIP TIME
04h : 12m : 32s

--ORIGINAL--
MED# 5L90
DRIVER: 5298215
CUSTOMER COPY
04/21/19 TR 8496
START END MILES
20:41 20:50 1.2
Regular Fare
RATE 1:$ 7.00
EXTRA: $ 0.50
CNGSCH:$ 2.50
STSRCH:$ 0.50
IMSRCH:$ 0.30
$10.80
s.22

TAXI

US $

s.15

Mr. Robyn s.22 **Spilker**

Canada

Room No.	:	s.15
Arrival	:	04/22/19
Departure	:	04/23/19
No of Pax	:	1 / 0
Page No.	:	1 of 1
Folio No.	:	s.22
Conf. No.	:	
User Name	:	3646MAPERR

INVOICE

Membership No.	:	
A/R Number	:	
Company Name	:	
Group Name	:	
Reference No.	:	

23-APR-19 07:23:31

Date	Description	Charges	Credits
04/22/19	Accommodation	180.00	
04/22/19	GST on Accomodation 5%	9.00	
04/22/19	QST on Accomodation 9.975%	17.96	
04/22/19	City Occupancy Tax 3.5%	6.30	
04/22/19	GST on City Occupancy Tax 5%	0.32	
04/22/19	QST on City Occupancy Tax 9.975%	0.63	
04/23/19	Eurocard / Mastercard		214.21
	XXXXXXXXXXXXs.17 XX/XX		
	Total	**214.21**	**214.21**
	Total Balance	**0.00**	

Tax Summary

GST# s.15
QST#

GST Acco.	**9.32**
QST Acco.	**18.59**
GST F&B	**0.00**
QST F&B	**0.00**
GST Misc.	**0.00**
QST Misc.	**0.00**

Guest Signature

x Carole James

Approved accounts over the limit

s.15 s.15

ROBYN SPILKER

Page Number	:	1	Invoice Nbr	:	s.22
Guest Number	:	s.22			
Folio ID	:	A			
Arrive Date	:	23-APR-19	18:00		
Depart Date	:	25-APR-19	07:12		
No. Of Guest	:	1			
Room Number	:	s.15			
Marriott Bonvoy Number	:				

Tax Invoice

Tax ID : s.15

s.15 APR-25-2019 07:20 MBOCA228

Date	Reference	Description	Charges (CAD)	Credits (CAD)
23-APR-19	RT1083	Room Chrg - Govt./Military	199.00	
23-APR-19	RT1083	Room HST	25.87	
23-APR-19	RT1083	Municipal Tax	7.96	
23-APR-19	RT1083	HST Municipal Tax	1.03	
24-APR-19	RT1083	Room Chrg - Govt./Military	199.00	
24-APR-19	RT1083	Room HST	25.87	
24-APR-19	RT1083	Municipal Tax	7.96	
24-APR-19	RT1083	HST Municipal Tax	1.03	
25-APR-19	MC	MasterCard-s.17		-467.72

233 $

233 $.

For Authorization Purpose Only

xxxxxxs.17

Date	Code	Authorized
23-APR-19	023061	537.3

Approve EMV Receipt for MC -s.17 PIN Verified
TC:D16249B27EA9D4AD TVR:0000008000
Application Label:MasterCard

x Carole James

Approved accms over allowable limit.

Continued on the next page

AIR CANADA BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES PAGE 1
NEW YORK LGA LGA TO/A MONTREAL YUL 2019 04 22

2019 04 22

ROBYNs.22 SPILKER
EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage) 22.40
GST/TPS 1.12
TOTAL USD 23.52

TOTAL USD $23.52 23.52

Payment/Paiement: CA XXXXXXXXXXXXs.17
NON REFUNDABLE/NON REMBOURSABLE
XG-GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

porter

PASSENGER RECEIPT

Reservation: WD3JMX GST/HST:841583271 QST/TVQ:1212573775

SPILKER/ROBYN Issue Date: 23Apr19 Agent: 5212

	Passenger Fees	Payments
AC7639 22Apr19 LGAYUL 03:40 05:04	1BAG 45.42 CAD	23Apr19 MC XXXXXXXXXXXXs.17 45.42 CAD
PD 476 V 23Apr19 YULYTZ 04:00 05:10		

www.flyporter.com *NOT VALID FOR TRAVEL*

AIR CANADA BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES PAGE 1
TORONTO-T1 YYZ TO/A VICTORIA YYJ 2019-04-25

ROBYNs.22 SPILKER
EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage) 30.00
GST/TPS 1.50
TOTAL CAD 31.50

TOTAL CAD 31.50

Payment/Paiement: CA XXXXXXXXXXXXs.17
NON REFUNDABLE/NON REMBOURSABLE
XG-GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

From:	Reid, Heidi FIN:EX
To:	FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc:	Janke, Debra FIN:EX
Subject:	TC # 131229 w/notes & receipts for Robyn Spilker
Date:	May 22, 2019 10:38:58 AM
Attachments:	R Spilker - TV E131229 - with notes and receipts.pdf

---

Attached please find travel claim as above for Robyn Spilker – Sr. MA in the Minister's office of Finance.

Notes page and all receipts are attached.

Please let me know if you need anything else.

Thanks…Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 250-387-3751
E-mail: Heidi.Reid@gov.bc.ca

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

EN20EXEDIJ7

BRITISH COLUMBIA
BC Public Service

Where ideas work

Travel Voucher (Restricted Use)

Control No.
E131045

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	Employee ID	Phone Number
Sather, Kelly	s.22	(250) 888-5930
Client Organization	**Job Title**	**Travel Group Code**
~~Finance~~ Environment	~~Executive Assistant~~ SR MA	3

5. Date Completed	6. Fiscal Year	7. Special Cheque Issue	8. Cheque Stub Information
2019/04/18	2020		

Type of Travel	14. Reason for Travel	Headquarters
In Province	Ministerial Business	Minister's Office-Victoria

12. Mailing Address for Cheque
Room ~~153~~ Parliament Buildings Victoria, BC V8V 1X4 Room 112

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2019	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
04/15	Vic - Van (HA)	0700	2359		0.00	P/Card	F-	51.50	207.50	24.15 s.22	Taxi, less tip
04/16	Van - PG - Vic (AC)	0700	2359		0.00	995.66	F-D	33.25		15.75	Taxi, less tip
TOTALS OF COLUMNS					36. $ 0.00	37. $ 995.66		38. $ 84.75	39. $ 207.50	40. 39.90 $ s.22	Claim Total 1327.81

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
~~022~~ 048	29005 ~~32001~~	64000 ~~34000~~	5702	2900000	s.22	49.00 $ s.22
~~022~~ 048	29005	64000	5712	2900000		497.83
~~022~~ 048	29005	64000	5712	2900000	Minister Heymar	497.83
~~022~~ 048	29005	64000	5701	2900000		283.15
Less Travel Advance						
~~022~~						
				AMOUNT DUE TO EMPLOYEE		54. 1327.81 $ s.22

45. Employee Signature (See Audit Trail)	Print Name	Date Signed
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.		
56. Spending Authority Signature (See Audit Trail) - 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) Production *** Copyright © Government of British Columbia Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

DJ April 23/19

Audit Trail for Travel Voucher (Restricted Use) E131045 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/18 09:11:48	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/04/18 09:11:54	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/04/23 10:28:37	Sather, Kelly s.15 Kelly.Sather@gov.bc.ca		Approved	Neilson, Kirsten Kirsten.Neilson@gov.bc.ca
2019/04/23 10:32:02	Neilson, Kirsten s.15 Kirsten.Neilson@gov.bc.ca	exceeds Expense Authority limit of $1,000.00: April 23/19 spoke with Kirsten by phone and requested MA or Ministers approval : Email approval dated April 24, 2019 from Minister George Heyman, attached.	Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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From: Sather, Kelly ENV:EX
To: Janke, Debra FIN:EX
Subject: FW: Travel approval - E131045
Date: April 24, 2019 11:21:28 AM

Hi Debra –

Please see below for Minister Heyman's approval of my travel expenses.

Thank you,
Kelly

Kelly Sather
Senior Ministerial Assistant to Hon. George Heyman
Ministry of Environment and Climate Change Strategy
250-888-5930
kelly.sather@gov.bc.ca

From: Heyman, George ENV:EX
Sent: April 24, 2019 11:21 AM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: Re: Travel approval - E131045

Approved

Sent from my iPhone

On Apr 24, 2019, at 11:05 AM, Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca> wrote:

> Minister –
>
> Could you please respond to this e-mail with your approval for my travel costs for last week's travel to Vancouver and Prince Rupert?
>
> My costs totalled $1332.81 - $995.66 for our flights which I paid for at the airport, $207.50 hotel, $s.22 for taxis, $84.75 for per diems.
>
> Thank you,
> Kelly
>
> **Kelly Sather**
> Senior Ministerial Assistant to Hon. George Heyman
> Ministry of Environment and Climate Change Strategy
> 250-888-5930

Notes for Travel Voucher (Restricted Use) E131045 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/04/18 09:11:48	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	04/15: HA Flight on AA PCard, Full day food, hotel, taxi 04/16: Air Canada from Van - PG - Vic, B/L/I, taxi A/C Flight portion Vancouver to Pr Rupert for Kelly & the Minister paid by Kelly's c/card

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From: Neilson, Kirsten ENV:EX
To: Janke, Debra FIN:EX
Subject: FW: E-forms: Action Required re: E131045 for Kelly Sather
Date: April 23, 2019 12:45:42 PM

-----Original Message-----
From: Milne, Gala ENV:EX
Sent: April 23, 2019 12:45 PM
To: Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>
Subject: RE: E-forms: Action Required re: E131045 for Kelly Sather

Approved!

-----Original Message-----
From: Neilson, Kirsten ENV:EX
Sent: April 23, 2019 12:27 PM
To: Milne, Gala ENV:EX <Gala.Milne@gov.bc.ca>
Subject: FW: E-forms: Action Required re: E131045 for Kelly Sather
Importance: High

For your email approval pls.

-----Original Message-----
From: Janke, Debra FIN:EX
Sent: April 23, 2019 12:23 PM
To: Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>
Subject: RE: E-forms: Action Required re: E131045 for Kelly Sather
Importance: High

Hi Kirsten,

The travel claim is over your expense authority limit of $1,000.00 per claim. Please have Gala or Reamick email their approval.

Thanks.

Debra

-----Original Message-----
From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
Sent: April 23, 2019 10:32 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E-forms: Action Required re: E131045 for Kelly Sather

Travel Voucher (Restricted Use) Control No. E131045 for Kelly Sather was "Approved" by Kirsten Neilson and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:
http://gww.eforms.gov.bc.ca

1. Select the FORMS tab.
2. Select the E-Form referenced above.
3. Open the form.

From: Janke, Debra FIN:EX
To: Drew, Ashley ENV:EX
Subject: FW: E-forms: Action Required re: E131045 for Kelly Sather
Date: April 23, 2019 12:37:00 PM
Importance: High

Hi Ashley,

The travel claim is over Kirsten's expense authority limit. Please have either Gala or the Minister approve by email the expenses for Kelly. Please have Gala complete an Expense Authority Record. This form can be approved by Kelly. I have attached the link for your convenience.

http://gww.fin.gov.bc.ca/gws/camss/MOSS/FSA/AP/general/signing_auth.stm

Thanks.

Debra
-----Original Message-----
From: Janke, Debra FIN:EX
Sent: April 23, 2019 12:23 PM
To: Neilson, Kirsten ENV:EX
Subject: RE: E-forms: Action Required re: E131045 for Kelly Sather
Importance: High

Hi Kirsten,

The travel claim is over your expense authority limit of $1,000.00 per claim. Please have Gala or Reamick email their approval.

Thanks.

Debra

-----Original Message-----
From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
Sent: April 23, 2019 10:32 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E-forms: Action Required re: E131045 for Kelly Sather

Travel Voucher (Restricted Use) Control No. E131045 for Kelly Sather was "Approved" by Kirsten Neilson and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:
http://gww.eforms.gov.bc.ca
1. Select the FORMS tab.
2. Select the E-Form referenced above.
3. Open the form.

From:	Drew, Ashley ENV:EX
To:	FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject:	Kelly Sather E131045
Date:	April 18, 2019 9:18:35 AM
Attachments:	E131045.pdf
Importance:	High

Hello,

Kelly has not had her own travel card so far for the time that she has been with us, so this money was put on her personal card.
Is there any way that we could please rush this claim?

Thank you,

Ashley Drew
Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

Drew, Ashley ENV:EX

Subject:	HA Vic - Van
Location:	Booking #s.17
Start:	Mon 2019-04-15 7:30 AM
End:	Mon 2019-04-15 8:05 AM
Recurrence:	(none)
Organizer:	Sather, Kelly ENV:EX
Categories:	Blue category

HARBOUR AIR SEAPLANES

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

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

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

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

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Name	Ashley Drew

Booking #s.17

Monday, April 15, 2019	Invoice #s.17	
	Air Transportation Charges	
Flight #2020		
07:30 Victoria Harbour / Map	Sked 200/300 : (St) GO Flex	$186.64

08:05 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

- **Kelly Sather, Female**

Add to Calendar

Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86
+ Goods and Services Tax	$9.85
Billing	$197.15
Taxes	$9.85
Grand Total	**$207.00**

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

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

s.15

s.15

Kelly Sather

Page Number	:	1	Invoice Nbr	: s.22
Guest Number	:	s.22		
Folio ID	:	A		
Arrive Date	:	15-APR-19	20:00	
Depart Date	:	16-APR-19	13:02	
No. Of Guest	:	1		
Room Number	:	s.15		
Marriott Bonvoy Number	:			

Tax ID :
s.15

APR-17-2019 15:50 MARORA

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
15-APR-19	01:40	RT413	Room Chrg - Govt./Military	175.00	
15-APR-19	01:40	RT413	Room Tax	14.00	
15-APR-19	01:40	RT413	Occupancy/Tourism	8.75	
15-APR-19	01:40	RT413	Tax Other	5.25	
16-APR-19	13:02	VI	Visa-s.22		-203.00

Approve EMV Receipt for VI -s.22 PIN Verified
TC:6D10FDF904F42FBB TVR:8080008000
Application Label:VISA CREDIT

Approve EMV Receipt for MC -s.22 : PIN Verified
TC:8CAC84AB38B8DDF0 TVR:0000008000
Application Label:PC MasterCard

** Total	207.50	-207.50
*** Balance	0.00	

s.15

MACLURE'S CAB 116
1275 75TH AVE W
VANCOUVER BC

CARD **********s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/15
TIME 5974 19:24:38
CLERK ID 2
RECEIPT NUMBER
C85068293-001-066-004-0

PURCHASE
AMOUNT $24.15
s.22

Interac
A0000002771010
69FF1B4B428F870C
0280008000-E800
2FCD1ED0DE789E4E
0280008000-F800

APPROVED
AUTH# 236634 00-001
THANK YOU

CARDHOLDER COPY

AIR CANADA

Itinerary / Receipt

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

Main Contact Information

Booking reference: s.22

Name: Ms Kelly Sather
E-mail: KELLY.SATHER@GOV.BC.CA

Payment: CASH
AUTH114261*DR

Customer Care
Air Canada Reservations
1-888-247-2262

Air Canada Flight Information
1-888-422-7533
International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8278	Vancouver (YVR)	Prince Rupert (YPR)	DH3	Economy Standard (U)	Confirmed
Operated by:	Tue 16-Apr 2019	Tue 16-Apr 2019			
Air Canada Express-Jazz	08:30 - TERMINAL M -MAIN	10:29			

Passenger Information

Passenger: 1 Ms Kelly Sather
Ticket number: **014 2111 491533**

Passenger: 2 Mr George Heyman
Ticket number: **014 2111 491534**

Paid by Kelly Sather's c/card
(includes payment for Minister Heyman's flight Vancouver to Pr Rupert $497.83 x 2 = $995.66)

TRANSACTION RECORD
AIR CANADA YVRTR
6001 GRANT MCCONAC V7B1K3
RICHMOND BC
20175307
QC2017530703

SALE

04-16-2019 07:25:57
Acct # ********** s 1 C
Account Chequing Card Type DP
A0000002771010
Interac

Trace # 000004
Inv. # 3554
Auth # 114261 RRN 001301004
Sale $995.66

TOTAL $995.66

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

Retain this copy for your records
Customer copy

AIR CANADA

Purchase Summary

Passenger: 1 Ticket number 014 2111 491533 Kelly Sather

Date of issue	16-Apr 2019
Fare Amount in Canadian dollars:	462.00
(including navigational & other charges)	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	23.71
Airport Improvement Fee - Canada (SQ)	5.00
Total Fare in Canadian dollars:	497.83

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

Passenger: 2 Ticket number 014 2111 491534 Minister Heyman

Date of issue	16-Apr 2019
Fare Amount in Canadian dollars:	462.00
(including navigational & other charges)	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	23.71
Airport Improvement Fee - Canada (SQ)	5.00
Total Fare in Canadian dollars:	497.83

x 2 = $995.66

**Fare calculation:*
16APR19YVR AC YPR Q18.00R444.00CAD462.00 END ROE1.00

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

Fare Rules Summary

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

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Information

Please see below :

s.22

TRANSACTION RECORD
RICHMOND TAXI #73
2440 SHELL RD V6X2P1
RICHMOND BC
20123299
QB20123299901

SALE

04-16-2019 06:55:45
Acct # s.17 C
Account Chequing Card Type DP
A0000002771010
Interac

Trace # 310002 Operator 173
Inv. # 173
Auth # 122527 RRN 001532002

Sale $15.75

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

Retain this copy for your records
Customer copy

s.22

AIR CANADA

Booking Confirmation

Booking Reference: s.22

Date of issue: 10 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.

Depart

Economy - Flex

Monday
15 Apr, 2019

08:30
Vancouver
Vancouver Int. (YVR), BC
Terminal M

10:29
Prince Rupert
Digby Island (YPR), BC

AC8278

1hr59
Economy M
Operated by: Air Canada Express - Jazz | Dash 8-300

Schedule Change from departing April 15 to depart/return same day, April 16/19

Vancouver to Pr Rupert portion paid by Kelly Sather's c/card due to schedule change after office hours booking

Return

Economy - Flex

Tuesday
16 Apr, 2019

20:05
Prince Rupert
Digby Island(YPR), BC

22:01
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8281

1hr56
Economy H
Operated by: Air Canada Express - Jazz | Dash 8-300

Passengers

Kelly Sather

Ticket Number
0142111214547

Seats
AC8278 s.1
AC8281 5

.1

Purchase summary

MasterCard
**********s 1 Office P/Card: Pr Rupert-Vancouver
Amount paid: $1122.71

Tax information
GST no. 10009-2287 RT0001
$53.46

	1 adult
Air Transportation Charges	
(AC WILL NOT BE ISSSUING A REFUND FOR THE CHANGE IN SCHEULE FROM VAN TO PR RUPERT, PORTION)	
Base Fare - Depart - Economy - Flex	533.00
Base Fare - Return - Economy - Flex	481.00
Surcharges	36.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	53.46
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	5.00
Total airfare and taxes before options	$1122.71
GRAND TOTAL (Canadian dollars)	$1122.71

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.

45 minutes[1]

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.

EN20EXEDIJ14

BRITISH COLUMBIA
BC Public Service

Where ideas work

Travel Voucher (Restricted Use)

Control No.
E131101

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	Employee ID	Phone Number
Sather, Kelly	s.22	(250) 888-5930
Client Organization	**Job Title**	**Travel Group Code**
~~Finance~~ Environment	~~Executive Assistant~~ Senior Ministerial Assistant	3

5. Date Completed	6. Fiscal Year	7. Special Cheque Issue	8. Cheque Stub Information
2019/04/30	2020		

Type of Travel	14. Reason for Travel	Headquarters
In Province	Ministerial Business	Minister's Office-Victoria

12. Mailing Address for Cheque
Room ~~153~~ Parliament Buildings Victoria, BC V8V 1X4 Room 112

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2019	Destination (HA/HJ)	Start	End	Km	Cost		Claim	Cost		Cost	Describe
04/18	Vic - Van - Vic	0700	2359		0.00	P/Card		0.00		17.45	Taxi
04/19	Vic	0700	2359		0.00			0.00		15.00	Parking
04/25	Vic - Van - Vic (HJ) (Vic-Van P/Card)	0700	2359		0.00	189.00 (Van-Vict portion)		0.00		7.15	Taxi
TOTALS OF COLUMNS					36. $ 0.00	37. 189.00 $ ~~0.00~~		38. $ 0.00	39. $ 0.00	40. $ 39.60	Claim Total $ s.22 228.60

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
~~022~~ ~~022~~ 048 ~~022~~ ~~022~~	~~32001~~ 29005	~~34000~~ 64000	~~5702~~ 5701	2900000	s.22	$ s.22 228.60
Less Travel Advance ~~022~~						
				AMOUNT DUE TO EMPLOYEE		54. 228.60 $ s.22

45. Employee Signature (See Audit Trail)	Print Name	Date Signed
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.		
56. Spending Authority Signature (See Audit Trail) - 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) Production *** Copyright © Government of British Columbia Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

DJ May 15/19

Audit Trail for Travel Voucher (Restricted Use) E131101 for Sather, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/30 10:53:12	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/04/30 10:53:22	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/05/14 09:52:24	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/05/14 12:15:35	Sather, Kelly s.15 Kelly.Sather@gov.bc.ca		Initiated	Neilson, Kirsten Kirsten.Neilson@gov.bc.ca
2019/05/14 12:35:57	Neilson, Kirsten s.15 Kirsten.Neilson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131101 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/04/30 10:53:12	Drew, Ashley s.15 Ashley.Drew@gov.bc.ca	04/18: Taxi, all flights on AA PCard 04/19: Car park all day in Victoria 04/25: Taxi, ~~all flights~~ on AA PCard -Vic-Van portion Van-Vic pd by employee

Production *** Copyright © Government of British Columbia

From:	Janke, Debra FIN:EX
To:	Drew, Ashley ENV:EX
Subject:	RE: Kelly Sather E131101 (flight reimbursement)
Date:	May 15, 2019 10:59:00 AM
Attachments:	E131101 SATHER, KELLY APRIL 18-25, 2019.pdf

Hi Ashley,

For your records, I have added the Helijet flight charge to the above-noted travel claim (attached). This claim will be paid, today.

Please have Kelly update her profile from Finance to Environment and change her Job Title.

For future travel claims, please change the client coding.

Thanks.

Debra

From: Drew, Ashley ENV:EX
Sent: May 14, 2019 9:42 AM
To: Janke, Debra FIN:EX; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: RE: Kelly Sather E131101 (flight reimbursement)

Ashley Drew
Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

From: Janke, Debra FIN:EX
Sent: May 14, 2019 9:17 AM
To: Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>
Subject: RE: Kelly Sather E131101 (flight reimbursement)

Hi Ashley,

I have not received the above noted travel claim for Kelly. The attached Helijet air invoice does not indicate payment. Please provide proof of payment.

Thanks.

Debra

From: Drew, Ashley ENV:EX
Sent: May 9, 2019 9:24 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX

Subject: Kelly Sather E131101 (flight reimbursement)

Hello,

I had accidently put that Kelly's flight on April 25th was paid by my PCard, but it was not, she had paid herself.
It is on the travel claim indicated above, and attached are the reimbursement claims for this mistake.

Thanks so much,

Ashley Drew
Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

Drew, Ashley ENV:EX

Subject:	HA Flight 204 to Van
Location:	Bookings.17
Start:	Thu 2019-04-18 8:00 AM
End:	Thu 2019-04-18 8:30 AM
Recurrence:	(none)
Organizer:	Sather, Kelly ENV:EX

Customer Information

Account	HAS #	s.17
	Name	Kelly Sather

Booking #s.17

Thursday, April 18, 2019

Flight #204/Twin Otter
08:00 Victoria Harbour / Map
08:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
- **Kelly Sather, Female**

Add to Calendar

Invoice #s.17	
Air Transportation Charges	
Sked 200/300 : (Pk) GO Flex	$198.07
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	$0.00
Sked 200 : Carbon Offset	$0.65
Sked 200 : VHFC Terminal Fee	$9.86
+ Goods and Services Tax	$10.42
Billing	$208.58
Taxes	$10.42
Grand Total	**$219.00**

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

Baggage:
All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cance llation fee if cancelled within 24hrs of departure

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD **********s.17
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/18
TIME 5609 11:34:44
CLERK ID 1
INVOICE # 6067
RECEIPT NUMBER
C85057776-001-344-007-0

PURCHASE
AMOUNT $17.45
s.22

Interac
A0000002771010
FCEC09381101108F
0280008000-E800
584474FC48EAC9D0
0280008000-F800

APPROVED
AUTH# 157376 00-001
THANK YOU

CARDHOLDER COPY

CITY OF VICTORIA ENJOY DOWNTOWN

Payment
Space #: 516
Tariff Zone:Wharf Lot
Card balance: $---

60157 Wharf #2

▼PARKING TIME EXPIRES AT▼

7:19am on 04/19/2019

Ticket # 12713/599
Amount $15.00
GST paid: $0.71
Cash 0.00 Card 15.00
From:04/18/2019, 7:19am

YELLOW CAB #6
1441 CLARK DR
VANCOUVER BC

CARD s.17 ******
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/04/25
TIME 5941 08:31:47
CLERK ID 1
RECEIPT NUMBER
C85042489-001-028-286-0

PURCHASE
AMOUNT $7.15
s.22

Interac
A0000002771010
A39D633B1664F0FF
0280008000-E800
9DD9BEC04DA759A9
0280008000-F800

APPROVED
AUTH# 122862 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

Drew, Ashley ENV:EX

Subject:	Helijet Van - Vic
Location:	Booking #s.22
Start:	Thu 2019-04-18 1:20 PM
End:	Thu 2019-04-18 1:50 PM
Recurrence:	(none)
Organizer:	Sather, Kelly ENV:EX

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	Kelly Sather

Booking #s.22

Thursday, April 18, 2019

717
13:20 Vancouver Harbour (Downtown)
13:55 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale
- **Kelly Sather, Female**

Invoice #410938	
SALE - Seat Sale $209	$199.05
+ GST	$9.95
Billing	$199.05
Taxes	$9.95
Grand Total	**$209.00**

Fully Changeable / Refundable up to 5pm the day prior to departure.
Does not qualify for combination with Kids Fly Free promotions.

Drew, Ashley ENV:EX

Subject:	Helijet: Vic - Van
Location:	Booking #s.22
Start:	Thu 2019-04-25 7:50 AM
End:	Thu 2019-04-25 8:20 AM
Recurrence:	(none)
Organizer:	Sather, Kelly ENV:EX
Categories:	Blue category

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	George Heyman
	Company	Bc Government

Booking #s.22

Thursday, April 25, 2019

704
07:50 Victoria Harbour (Downtown)
08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice #412322	
FARE-YWH-OffPeak_Winter2019	$238.09
+ GST	$11.90
Billing	$238.09
Taxes	$11.90
Grand Total	**$249.99**

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

Confirmed

1 Passengers - Sale

- **Kelly Sather, Female**

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
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

From: Passenger Services
To: Drew, Ashley ENV:EX
Subject: Thank you for choosing to take off with Helijet!
Date: May 14, 2019 9:38:15 AM

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	George Heyman
Company	Bc Government

Booking #s.22

Thursday, April 25, 2019

729
17:45 Vancouver Harbour (Downtown)
18:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale
- **Kelly Sather, Female**

Add to Calendar

Invoice #412986	
SALE - Seat Sale $189	$180.00
+ GST	$9.00
Billing	$180.00
Taxes	$9.00
Grand Total	**$189.00**

Debit		$189.00
Date / Time	April 25, 2019 @ 5:23:58 PM	
Summary	s.17	
Name		
Expiration		
Authorization	226466	

Fully Changeable / Refundable up to 5pm the day prior to departure.
Does not qualify for combination with Kids Fly Free promotions.

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

INVOICE #

FORM USAGE

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

CHEQUE INFORMATION

Payee Name: Kelly Sather Vendor #: _____ Loc. Code: _____

s.22

Cheque Mailing Address: _

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
April 25 '19	Helijet van - vic	$189

Cheque Total $189

Signature of Individual Receiving Reimbursement — Date: May 9/19

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: 48 Resp: 29605 Service Line: 64000 STOB: 5711 Project: 2900000

Expense Authority Signature — Date: May 9/19

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

FIN FSA 007 REV. 06/07

Drew, Ashley ENV:EX

Subject:	Helijet: Van - Vic
Location:	Booking #s.22
Start:	Thu 2019-04-25 5:45 PM
End:	Thu 2019-04-25 6:15 PM
Recurrence:	(none)
Organizer:	Sather, Kelly ENV:EX
Categories:	Blue category

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.

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	Name	George Heyman
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+ GST	$9.00
Billing	$180.00
Taxes	$9.00
Grand Total	**$189.00**

May 9/19

25/09/19

Confirmed **1 Passengers - Sale** . **Kelly Sather, Female** 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.

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