



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131022

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 Takkar, Namrata (Nimmi)				Employee ID s.22				Phone Number (250) 356-2178			
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2019/04/15			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Ministerial Duties					Headquarters Victoria			
12. Mailing Address for Cheque Victoria, BC											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2019											
04/11	Vic to Van	1800	2359		0.00						
04/15	Home-VCO-Home	1045	1630		0.00		F-BDI	10.50			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 10.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 10.50
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
010	15001	10000		5701	1500000		s.22		\$ 10.50		
010											
010											
010											
Less Travel Advance											
010											
AMOUNT DUE TO EMPLOYEE										54. \$ 10.50	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E131022 for Takkar, Namrata (Nimmi)

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/15 10:41:26	Hunt, Charlotte s.15 Charlotte.Hunt@gov.bc.ca	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca	Saved	Takkar, Namrata (Nimmi) Nimmi.Takkar@gov.bc.ca
2019/10/03 15:53:08	Takkar, Namrata (Nimmi) s.15 Nimmi.Takkar@gov.bc.ca		Initiated	Maartman, William William.Maartman@gov.bc.ca
2019/10/03 15:53:59	Maartman, William s.15 William.Maartman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131022 for Takkar, Namrata (Nimmi)

0 note(s) returned.

Created On	Author	Note

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131158

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 MacDonald, Alex ✓				Employee ID s.22				Phone Number (250) 952-7623			
Client Organization Mental Health and Addictions				Job Title Sr. Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2019/05/07			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Awards in Vancouver					Headquarters Victoria			
12. Mailing Address for Cheque PO BOX 9087 STN PROV GOVT Victoria, BC V8W 9E4											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2019	Vic to Van (HJ)	0700	2300		0.00	P/Card		0.00		158.63	
04/24						P/Card	F-LDI	10.50		0 s.22	
04/25	Van to Vic (HJ)	0700	2300		0.00						
TOTALS OF COLUMNS						36.	37.		38.	39.	40.
						\$ 0.00	\$ 0.00		\$ 10.50	\$ 158.63	\$ 0.00
											Claim Total
											\$ 169.13 ✓
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code	
027		66M02		44900		5701		66MHA00		s.22	
027											
027											
027											
Less Travel Advance											
027											
										54.	
										\$ 169.13 ✓	
45. Employee Signature (See Audit Trail)							Print Name		Date Signed		
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.											
56. Spending Authority Signature (See Audit Trail)							Print Name		Date Signed		
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											
57. Payment Authority Signature (See Audit Trail)							Print Name		Date Signed		
- Requisition for payment pursuant to section 32 of the Financial Administration Act.											

Audit Trail for Travel Voucher (Restricted Use) E131158 for MacDonald, Alex

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/07 16:06:32	Morgan, Carly s.15 Carly.Morgan@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Saved	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2019/05/07 16:06:54	Morgan, Carly s.15 Carly.Morgan@gov.bc.ca	MacDonald, Alex Alex.MacDonald@gov.bc.ca	Notified	MacDonald, Alex Alex.MacDonald@gov.bc.ca
2019/05/07 17:27:48	MacDonald, Alex s.15 Alex.MacDonald@gov.bc.ca		Initiated	Lindsay-Baugh, Anna s.2 Anna.LindsayBaugh@gov.bc.ca
2019/05/07 17:28:09	Lindsay-Baugh, Anna s.2 ✓ s.15 Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131158 for MacDonald, Alex

1 note(s) returned.

Created On	Author	Note
2019/05/07 16:06:32	Morgan, Carly s.15 Carly.Morgan@gov.bc.ca	04/24 & 04/25 Alex went to Vancouver for the Courage to Come Back Awards. Took the Helijet to Van on the 24th and back to Vic on the 25th. Flights paid on the Office P/Card ✓

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From: [Morgan, Carly MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: E131158 - Macdonald, Alex
Date: May 8, 2019 9:42:28 AM
Attachments: [E131158 - MacDonald, Alex.pdf](#)

Hi there,

Please accept this travel claim for Alec MacDonald.

Attached are the receipts for hotel and flight information.

Thank you,

Carly Morgan
Administrative Assistant to the
Honourable Minister Judy Darcy
Ministry of Mental Health and Addictions
Parliament Buildings, Room 346
250-704-3050

Mr Alex Macdonald ✓|

UNITED STATES

Receipt

Invoice date 4/25/2019
 Our reference s.22
 GST Number s.15

Guest **Mr Alex Macdonald** Arrival **4/24/2019** Departure **4/25/2019** Room s.15

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 4/24/2019	Room Charge	1	135.00 CSA single rate ok ✓	135.00
4/24/2019	DMF @1.293% Plus Taxes	1	1.75	1.75
4/24/2019	Federal Tax GST	2	0.00	6.84
4/24/2019	Provincial Room Tax	2	0.00	10.94
4/24/2019	Municipal Room Tax	2	0.00	4.10
Total invoice				158.63
4/25/2019	MC ***s.17 Auth: 185314			-158.63
Total Paid				-158.63
Total Due				0.00 ✓

Total GST 6.84

For Corporate Accounts please forward cheque payments to our Head Office address:

s.15

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

Signature X _____

Morgan, Carly MMHA:EX

From: Gotto, Sarahs.2MMHA:EX
Sent: May 7, 2019 3:58 PM
To: Morgan, Carly MMHA:EX
Subject: FW: Thank you for choosing to take off with Helijet!

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 24, 2019 2:39 PM
To: Gotto, Sarahs. MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	s.17
	Name	Alex Macdonald
	Company	Ministry Of Mental Health & Addiction

Booking s.22		
Wednesday, April 24, 2019 ✓	Invoice #412091	
720	FARE-YWH-FULL_Winter2019	\$333.33
15:00 Victoria Harbour (Downtown) ✓	+ GST	\$16.67
15:35 Vancouver Harbour (Downtown)	Billing	\$333.33
35 minutes	Taxes	\$16.67
	Grand Total	\$350.00

Confirmed

Mastercard

\$350.00

1 Passengers - Full-Fare

. Alex Macdonald, Male ✓

Add to Calendar

Date / Time April 24, 2019 @ 2:39:01 PM

Summary #**** *s.17

Expiration s.17

Authorization 122452

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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

Morgan, Carly MMHA:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: May 7, 2019 4:04 PM
To: Morgan, Carly MMHA:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	s.17
	Name	Alex Macdonald
	Company	Ministry Of Mental Health & Addiction

Booking s.22		
Thursday, April 25, 2019 ✓	Invoice #412096	
703	FARE-YWH-FULL_Winter2019	\$333.33
07:30 Vancouver Harbour (Downtown)	+ GST	\$16.67
08:05 Victoria Harbour (Downtown) ✓	Billing	\$333.33
35 minutes	Taxes	\$16.67
Confirmed	Grand Total	\$350.00
1 Passengers - Full-Fare	Mastercard	\$350.00
Alex Macdonald, Male ✓	Date / Time	April 25, 2019 @ 7:15:52 AM
<u>Add to Calendar</u>	Summary	*****s.17
	Expiration	s.17



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131033

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Name Squance, Leah				Employee ID s.22		Phone Number (250) 356-7750	
Client Organization Social Development and Poverty Reduction				Job Title		Travel Group Code 3	
5. Date Completed 2019/04/16 22		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Vic	
12. Mailing Address for Cheque BC							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Claim
2019							Cost
04/12	Vic-Van (HJ)	1500	2359		0.00		H-D 7.50
04/13	Van-Vic (HJ)	0600	1200	19	10.26		H-L 15.25
04/15	Vic-Van (HJ)	0700	2359	19	10.26		F-B 41.00
04/16	Van-Vic (HJ)	0600	2359	19	10.26		F-D 33.25
04/17	Vic-PG (AC)	0630	2359	14	7.56		F- 51.50
04/18	PG-Vic (AC)	0630	2359	27	14.58		F-D 33.25
							APR/15 233.82
							APR/17 152.07
	PCARD						
				36.	37.		38.
				\$ 52.92	\$ 0.00		\$ 181.75
							39.
							\$ 619.71
							40.
							\$ 83.40
							Claim Total
							\$ 937.78
48. Client Code	49. Resp.	50. Service Line		51. STOB		52. Project	
031	46001	48000		5701		4600000	
031	46001	48000		5702		4600000	
031							
031							
Less Travel Advance							
031							
						54.	
						\$ 937.78	
45. Employee Signature (See Audit Trail)						Print Name	
- 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.						Date Signed	
56. Spending Authority Signature (See Audit Trail)						Print Name	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Date Signed	
57. Payment Authority Signature (See Audit Trail)						Print Name	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.						Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

*04/17 Vic-PG KMS to Victoria Airport

Audited by PL Apr 25, 2019

Audit Trail for Travel Voucher (Restricted Use) E131033 for Squance, Leah

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/16 10:33:18	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2019/04/18 14:53:45	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Initiated	Infante, James James.Infante@gov.bc.ca
2019/04/18 15:50:16	Infante, James s.15 James.Infante@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131033 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

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CSA APPROVED
HOTEL AND RATE

s.15

Room : s.15
Folio # :
Invoice # :
Cashier # : 139
Page # : 1 of 1

Ms Leah Squance ✓
501 Bellville St
Victoria BC V8W 9E2
Canada

Arrival : 04-12-19
Departure : 04-13-19

Date	Description	Additional Information	Charges	Credits
04-12-19	Room Charge - Provincial Govt		199.00	
04-12-19	Destination Marketing Fee		2.57	
04-12-19	Hotel Room Tax		22.17	
04-12-19	Room GST		10.08	
04-13-19	Visa	XXXXXXXXXXXXs.17 ✓ XX/XX		233.82
Total			✓ 233.82	233.82
Balance Due			✓ 0.00	

GST Summary		HST Summary	
Room :	10.08	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	10.08	Total :	0.00

s.15

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 137
Page # : 1 of 1

CSA APPROVED HOTEL AND RATE

Ms Leah Squance ✓
501 Bellville St
Victoria BC V8W 9E2
Canada

Arrival : 04-15-19 ✓
Departure : 04-16-19

Date	Description	Additional Information	Charges	Credits
04-15-19	Room Charge - Provincial Govt		199.00	
04-15-19	Destination Marketing Fee		2.57	
04-15-19	Hotel Room Tax		22.17	
04-15-19	Room GST		10.08	
04-16-19	Visa	XXXXXXXXXXXXs.17 ✓ XX/XX		233.82
Total			✓ 233.82	233.82
Balance Due			0.00	

GST Summary

Room : 10.08
F&B : 0.00
Other : 0.00
Total : 10.08

HST Summary

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

PETRO-CANADA
2945 HWY 16 E
PRINCE GEORGE
BC V2K 5C4
(250) 963-7621

GST
PST 10135508
PC0923444:7782701
TERMINAL: 017782758
PAYPOINT: 017782701

2019-04-18 ✓ 07:44

PUMP 08
REGULAR
LITRES L 3.793
PRICE/L \$ 1.399
FUEL SALES \$ 5.31*

TOTAL OWED \$ 5.31

TOTAL PAID
CREDIT CARD \$ 5.31 ✓

* GST INCL. \$ 0.25

VISA
*****S.17 C
AUTH 435424
PURCHASE
C 0010010010 00 027

SCOTIABANK VISA
A0000000031010
0080008000
F800
INVOICE 713607

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERY DAY AT
PETRO-CANADA.CA/RBC

GIVE US YOUR
FEEDBACK.
CHANCE TO WIN
FREE GAS FOR A YEAR!
PETRO-CANADA.CA/HERO

R PARKING AIRPORT BOOTH
1640 ELECTRA BLVD
DAILY PARKING LOT 1ST LOT ON LEFT
SAANICH BC V8L 5V4
2503824411

Merchant ID: 6070063
Term ID: 001

Ref #: 016

✓ Sale

XXXXXXXXXXS.1

VISA

✓ Entry Method: Proximity

04/18/19 ✓

12:02:29

Inv #: 000018

Appr Code: 403157

Apprvd

Batch#: 100001

Total: \$ 26.00 ✓

Application Label: SCOTIABANK VISA
AID: A0000000031010
IVR: 00 00 00 00 00
ISI: 00 00

Customer Copy

ROBBINS PARKING ✓
VICTORIA AIRPORT

Terminal#:1 Cashier#:29
17/04/2019 07:03
18/04/2019 12:02 - 1 05:00 ✓
210510403 / #185431
Rate 3 : \$ 26.00
SUBTOTAL : \$ 24.76
GST : \$ 1.24
TOTAL : \$ 26.00
Payment : \$ 26.00

- PARKING RECEIPT -
GST#104-567-276 RT001

CSA APPROVED HOTEL AND RATE

18.04.19

Leah Squance CA	Folio No.	: s.22	Room No.	: s.15
	A/R Number	:	Arrival	: 17.04.19
	Group Code	:	Departure	: 18.04.19
	Company	:	Conf. No.	: s.22
	s.15 Rewards	:	Rate Code	: SGC
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
17.04.19	Room Charge	✓ 119.00	
17.04.19	PST Room Tax 8%	9.52	
17.04.19	MRDT 3%	3.57	
17.04.19	GST Room Tax 5%	5.95	
18.04.19	Room Service FD Bkfst Room#s.15 : CHECK# 1999	14.03	
18.04.19	Visa		152.07
	XXXXXXXXXXXXs.17 ✓		
Total		✓ 152.07	152.07
Balance		✓ 0.00	

Guest Signature: _____

s.15

Thank you for staying with us.
It was our pleasure to serve you.

Devon Transport Ltd. (An Independent Budget System Sub Licensee)

HEAD OFFICE & ADMINISTRATION

2501 Kenworth Road
Nanaimo, BC V9T 3M4

(250)729-2420 FAX (250)729-2410 EMAIL: custserv@bcbudget.com

Contract #: s.22

Reservation #:

Renter: SQUANCE, LEAH ✓

BCD Number: A162000 ✓

Company: FPSC

Credit Card: VISA XXXXXXXXXXXXs.17 ✓

Rental Rate Used: PRG-XS-18 - A

Vehicle Class: Intermediate

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	45.10	200	Regular
Week	1	End	268.37	1400	Regular
Hour	25	End	22.55	0	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently \$1.34 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 14.9% subject to taxes

VLf/ERF: 3.79 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Prince George

GST: 5% PST: 7% PVRT: 1.50 per Day

Maximum 5000 kilometers per rental. Excess mileage will be charged.

Rates are applicable within BC

Customer is responsible to advise Budget of all toll crossings. All unreported crossings will be subject to an administration fee of \$25.00

Accidents must be reported to Budget within 24 hours.

Contract close subject to final audit.

Remarks:

/Estimated Charges: \$52.09

Vehicle Rented: Owner: a/Devon Transport Unit #: 822830

Class: Intermediate

Time Out: 17 Apr 2019 12:30 ✓

Time In: 18 Apr 2019 07:57

Location Out: Prince George Airport ✓

Location In: PRGXS ✓

Licence: s.22

Km Out: 4669

Km In: 4705

Km Driven: 36

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

Charges:

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Vehicle Rental	Day	1	45.10	2.33	3.16	1.50	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds

Total: 52.09

Type	Date	Amount	Exchange	Amount	Location
VISA	18 Apr 2019 07:58	✓		52.09	PRGXS
BD029S02 059001001010 XXXXXXXXXXXXs.17		468401	Purchase	✓	
BD029C02 APPROVED 00-000 M					

Amount Owing

Net Charges & Taxes:

52.09

Net Payment & Refunds:

✓ 52.09

From: [Passenger Services](#)
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: April 9, 2019 10:37:16 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	Leah Squance

Booking s.22

Friday, April 12, 2019

722

15:50 Victoria Harbour (Downtown)

16:25 Vancouver Harbour
(Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare
Leah Squance, Female

[Add to Calendar](#)

Invoice #407849

FARE-YWH-FULL_Winter2019	\$333.33
+ GST	\$16.67

Billing	\$333.33
Taxes	\$16.67

Grand Total	\$350.00
--------------------	-----------------

HeliJet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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

From: [Passenger Services](#)
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: April 11, 2019 3:58:37 PM

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	Leah Squance

Bookings

Saturday, April 13, 2019

783

**10:00 Vancouver Harbour
(Downtown)**

10:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak
Leah Squance, Female

[Add to Calendar](#)

Invoice #408913

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.

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)

From: [Passenger Services](#)
To: [McKnight, Valerie SDPR:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: April 15, 2019 8:13:24 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	Leah Squance

Booking **s.22**

Monday, April 15, 2019

708

08:40 Victoria Harbour (Downtown)

**09:15 Vancouver Harbour
(Downtown)**

35 minutes

Confirmed

1 Passengers - Sale

Leah Squance, Female

[Add to Calendar](#)

Invoice #409279

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 15, 2019 @ 8:13:00 AM
-------------	-----------------------------

Summary	#**** *s.17
---------	-------------

Expiration	s.17
------------	-------------

Authorization	111259
---------------	--------

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

Parking:

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

From: [Passenger Services](#)
To: [McKnight, Valerie SDPR:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: April 16, 2019 4:03:25 PM

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	Leah Squance

Booking **s.22**

Tuesday, April 16, 2019

725

**16:40 Vancouver Harbour
(Downtown)**

17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Leah Squance, Female

[Add to Calendar](#)

Invoice #409740

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 16, 2019 @ 4:02:33 PM
-------------	-----------------------------

Summary	#**** *s.17
---------	-------------

Expiration	s.17
------------	-------------

Authorization	190230
---------------	--------

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

Parking:

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

From: [Air Canada](#)
To: [McKnight, Valerie SDPR:EX](#)
Subject: Air Canada - 17 Apr: Victoria - Prince George (Booking Reference: s.22)
Date: April 13, 2019 5:37:49 PM
Attachments: [Air Canada Booking Confirmation s.22.pdf](#)

QR Code



Booking Confirmation

Booking Reference: s.22

Date of issue: 14 Apr, 2019



Select Seats



Check in



Manage my booking



Sign up for flight notifications

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

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

Passengers



Leah Squance

Seats

Ticket Number:
s.22

AC8056 s.15
AC8205
AC8204
AC8063



Depart

Economy - Latitude

Wednesday
17 Apr, 2019

08:20

Victoria

Victoria Int. (YYJ),
British Columbia

08:49

Vancouver

Vancouver Int. (YVR),
Terminal M



0hr29
AC8056

Economy Y

Operated by: Air Canada Express - Jazz | Q400

Wednesday
17 Apr, 2019

11:10

Vancouver

12:23

Prince George

Vancouver Int. (YVR),
Terminal M



(YXS),
British Columbia

AC8205

1hr13

Economy Y

Operated by: Air Canada Express - Jazz | Q400



Return

Economy - Latitude

Thursday
18 Apr, 2019

09:10

**Prince
George**

(YXS),
British Columbia

10:27

Vancouver

Vancouver Int. (YVR),
Terminal M

AC8204

1hr17

Economy B

Operated by: Air Canada Express - Jazz | Q400

Thursday
18 Apr, 2019

11:05

Vancouver

Vancouver Int. (YVR),
Terminal M

11:34

Victoria

Victoria Int. (YYJ),
British Columbia

AC8063

0hr29

Economy B

Operated by: Air Canada Express - Jazz | Q400

Purchase summary

MasterCard

XXXX-XXXX-XXXX-XXXXs.17

Amount paid: \$1298.06

Full details can be found in
your attached
Itinerary/Receipt

Tax information

GST no. 10009-2287

RT0001 \$61.81

1 adult



Air Transportation Charges 1182.00



Taxes, fees and charges 116.06

GRAND TOTAL (Canadian
dollars) **\$1298⁰⁶**

Baggage allowance

Carry-on Baggage

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131060

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 Squance, Leah				Employee ID s.22		Phone Number (250) 356-7750								
Client Organization Social Development and Poverty Reduction				Job Title		Travel Group Code 3								
5. Date Completed 2019/04/24		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information								
Type of Travel Out of Province		14. Reason for Travel FPT meetings				Headquarters Vic								
12. Mailing Address for Cheque , BC														
16. Travel Dates 2019 04/22 04/23 04/24	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost			Claim	Cost	Costs	Cost	Describe		
	Vic - Saskatoon (AC)	1145	2359	14	7.56			F-BL	30.50	222.94				
	Saskatoon	0000	2359		0.00			F-BLD	12.25					
	Saskatoon - Vic (AC)	0000	2359	14	7.56			F-BL	30.50					
*PCARD														
TOTALS OF COLUMNS				36. \$ 15.12		37. \$ 0.00		38. \$ 73.25		39. \$ 445.88		40. \$ 0.00		Claim Total \$ 534.25
48. Client Code 031 031 031 031		49. Resp. 46001		50. Service Line 48000		51. STOB 5701 5705		52. Project 4600000		45. Supplier Code s.22		Amount \$ 534.25		
Less Travel Advance 031														
										AMOUNT DUE TO EMPLOYEE		54. \$ 534.25		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed						
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed						
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed						

Audit Trail for Travel Voucher (Restricted Use) E131060 for Squance, Leah

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/24 09:49:53	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2019/04/24 09:50:06	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Saved	Squance, Leah Leah.Squance@gov.bc.ca
2019/04/25 09:26:28	Squance, Leah s.15 Leah.Squance@gov.bc.ca		Initiated	Infante, James James.Infante@gov.bc.ca
2019/04/25 09:27:30	Infante, James s.15 James.Infante@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131060 for Squance, Leah

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia



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

ESTIMATED COSTS (IN CAN. \$)	
Transportation	1,170
Meals	155
Lodging	390
Overtime	
Fees	
Other	
Car Rental	500
SUB TOTAL	2,215
Less Costs paid by others	
TOTAL COSTS	2,215

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)				VOTE	
Ministry of Social Development and Poverty Reduction					
EMPLOYEE NAME				EMPLOYEE ID.	
Leah Squance					
POSITION			BARGAINING UNIT / GROUP NO.		
Senior Ministerial Assistant					
BRANCH / LOCATION / REGION					
Minister's Office					
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS		
2019/04/22	2019/04/24	3			
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS					
<input type="checkbox"/> N/A, OR:					
DESTINATIONS					
Saskatoon, Saskatchewan					
METHOD OF TRAVEL					
Flight					

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

SIGNATURES		
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
DIRECTOR		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
ASSISTANT DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
DEPUTY MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
<i>[Signature]</i> Jocoff Meggs		2019/04/09
MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
<i>[Signature]</i>		2019/04/02

EMPLOYEE'S SIGNATURE	DATE SIGNED YYYY / MM / DD

FIN 98/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

Leah Squance
Canada

Room: s.15
Folio: s.22
Cashier: 28
Arrival: 04-22-19
Departure: 04-24-19
Reference:

Group: Ministry Responsible for Social Services

Date	Description	Additional Information	Charges	Credits
04-22-19	Room Charge		✓ 195.00	
04-22-19	Room GST		9.75	
04-22-19	Room PST		11.70	
04-22-19	Destination Marketing Program		6.49	
04-23-19	Room Charge		✓ 195.00	
04-23-19	Room GST		9.75	
04-23-19	Room PST		11.70	
04-23-19	Destination Marketing Program		6.49	
04-24-19	Visa	XXXXXXXXXXXXs.17 ✓ XX/XX		445.88
Total			✓ 445.88	445.88
Balance Due			✓ 0.00	CDN

<u>GST Summary</u>		<u>PST Summary</u>	
Registration No:s.15			
Room	19.50	Room	0.00
F&B	0.00	F&B	0.00
Other	12.98	Other	0.00
Total	32.48	Total	0.00

Guest Signature: _____

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

Booking Confirmation

Booking Reference: **s.22**

Date of issue: 08 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 - Latitude

Monday
22 Apr, 2019

12:05
Victoria
Victoria Int. (YYJ), BC



12:34
Vancouver
Vancouver Int. (YVR), BC
Terminal M

 AC8064

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

Layover in Vancouver

1hr16

Monday
22 Apr, 2019

13:50
Vancouver
Vancouver Int. (YVR), BC
Terminal M



16:43
Saskatoon
(YXE), SK

 AC8574

1hr53
Economy B
Operated by: Air Canada Express -
Jazz | CRJ900 | Wi-Fi

Total duration

3hr38

Passengers



Shane Simpson

Seats

Ticket Number
s.22

AC8064 **s.1**
AC8574 **5**



Leah Squance

Seats

Ticket Number
s.22

AC8064 **s.1**
AC8574 **5**



Purchase summary

MasterCard

***** 17

Amount paid: \$1319.06

Tax information

GST no. 10009-2287 RT0001

\$62.82

2 adults



Air Transportation Charges

Base Fare 583.00

Surcharges 23.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 31.41

Air Travellers Security Charge - Canada 7.12

Airport Improvement Fee - Canada 15.00

Total airfare and taxes before options (per passenger) \$659⁵³

Number of passengers X 2

Total \$1,319⁰⁶

GRAND TOTAL (Canadian dollars) \$1319⁰⁶



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
minutes¹

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.

Baggage allowance


Carry-on Baggage


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

Checked Baggage

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

Victoria (YYJ) > Saskatoon (YXE)

 **1st bag**
Complimentary

 **2nd bag**
Complimentary

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

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

Currency

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

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Fare Rules

Economy - Latitude

Changes Free

- Before day of departure - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply. **Changes** can be made up to 2 hours before departure.
- Your total ticket price may increase if changes are made and the original fare you booked is no longer available, or if you call Air Canada Reservations, who may not have access to the original fare. Advance purchase may apply.
- Lower Latitude fares may be available only at aircanada.com for selected flights and dates. **Any changes not completed on aircanada.com may result in a higher Latitude fare** than would otherwise be available.
- **Same-day standby** is permitted at no charge.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations Free

- Tickets are **fully refundable** and **non-transferable**.
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
- **Cancellations** can be made up to 45 minutes prior to departure.
- View Air Canada's refund policy Opens in a new window.

Seat selection* Free advance seat selection (standard)

- **Free advance and Preferred seat selection** on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

Aeroplan Miles

- 125% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, 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.
6. **Dangerous goods**

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.
9. **In-flight health**

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

 CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**
A STAR ALLIANCE MEMBER 



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131025

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 Newhook, Kelly				Employee ID s.22		Phone Number (250) 953-0905	
Client Organization Tourism, Arts and Culture				Job Title SENIOR MA		Travel Group Code 3	
5. Date Completed 2019/04/15		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Staffing				Headquarters Minister's Office	
12. Mailing Address for Cheque							
16. Travel Dates 2019 04/12		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs	
		Destination Vancouver-VIC (HA)		Km 0.00		Cost 438.00	
		Start 0700				Claim F-D	
		End 1500				Cost 33.25	
						22. Lodging Costs	
						20. & 21. Miscellaneous	
						Cost ✓ 28.15	
						Describe Taxi and parking	
TOTALS OF COLUMNS				36. \$ 0.00		37. \$ 438.00	
						38. \$ 33.25	
						39. \$ 0.00	
						40. \$ 28.15	
						Claim Total \$ 499.40	
48. Client Code		49. Resp.		50. Service Line		51. STOB	
126		51384		54006		5701	
126		51384		54006		5702	
126						5188888	
126						5188888	
						45. Supplier Code s.22	
						Amount \$ 499.40 s.22	
Less Travel Advance							
126							
						54. \$ 499.40	
45. Employee Signature (See Audit Trail)						Print Name	
- 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.						Date Signed	
56. Spending Authority Signature (See Audit Trail)						Print Name	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Date Signed	
57. Payment Authority Signature (See Audit Trail)						Print Name	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.						Date Signed	

Audit Trail for Travel Voucher (Restricted Use) E131025 for Newhook, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/04/15 14:34:11	Holding, Marina s.15 Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2019/04/15 14:51:34	Holding, Marina s.15 Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Saved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2019/04/15 15:01:26	Holding, Marina s.15 Marina.Holding@gov.bc.ca	Newhook, Kelly Kelly.Newhook@gov.bc.ca	Notified	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2019/04/15 15:11:17	Newhook, Kelly s.15 Kelly.Newhook@gov.bc.ca		Approved	Holding, Marina Marina.Holding@gov.bc.ca
2019/04/15 15:11:39	Holding, Marina s.15 Marina.Holding@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131025 for Newhook, Kelly

0 note(s) returned.

Created On	Author	Note

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Harbour Air Seaplanes

Vancouver (604) 274-1277
 Victoria (250) 384-2215
 Nanaimo (250) 714-0004
 Ganges 1-877-537-9880

Toll-free 1-800-665-0212
 Website: www.harbourair.com
 12/04/2019 7:14:24 AM
 GST: 34295 5858 RT0001

CUSTOMER COPY

Booking s.17

Lisa Beare
 Friday, April 12, 2019
 1 Passenger(s)

Flight #2020
 Departs 07:30 @ Victoria Harbour
 Arrives 08:05 @ Vancouver Harbour

Group list:
 o Newhook, Kelly

Invoice #: s.17

1x All Skeds - Baggage : Chec \$0.00 CDN
 1x Sked 200 : Carbon Offset \$0.65 CDN
 1x Sked 200 : VHEC Terminal \$9.86 CDN
 1x Sked 200/300 : (Pk) GO F \$98.07 CDN

Goods and Services Tax \$0.42 GST

Grand Total \$29.00 CDN

Payment Information:

Master Card \$29.00 CDN

Date/Time 12/04/2019 7:11:15 AM
 Station HYVHCS02
 Terminal ID HYVHCC02
 Action Purchase
 Card Type M/C
 Card Number **** *s.22 C
 Amount \$219.00
 Authorization 101415
 Trace Number 053001001009
 Response 00-001/APPROVED 101415
 Chip ID A0000000041010
 VR/TSI 0000008000/E800



ENJOY DOWNTOWN

Payment

Space #: 500
Tariff Zone: Wharf Lot
Card balance: \$---

60155 Wharf #1

▼ PARKING TIME EXPIRES AT ▼

7:11am on
04/13/2019 ✓

Ticket # 19169/376 ✓
Amount \$15.00 ✓
GST paid: \$0.71
Cash 0.00 Card 15.00
From: 04/12/2019, 7:11am

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****s.22 ✓
CARD TYPE MASTERCARD
DATE 2019/04/12 ✓
TIME 1820 09:11:40
CLERK ID 7
INVOICE # 3
RECEIPT NUMBER
C85027938-001-668-001-0

PURCHASE
AMOUNT ✓ (\$13.15) — amount claimed

s.22

MasterCard
A0000000041010
574469774B4D2178
0000008000-E800
D1AFDDB4E6D1F21F

APPROVED

AUTH# 121141 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Harbour Air Seaplanes

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
12/04/2019 1:07:21 PM
GST: 84295 5858 RT0001

C U S T O M E R C O P Y

Booking s.17

Lisa Beare
Friday, April 12, 2019
1 Passenger(s)

Flight #2150/Twin Otter
Departs 13:30 @ Vancouver Harbour ✓
Arrives 14:05 @ Victoria Harbour

Group list:
o Newhook, Kelly ✓

Invoice #: s.17

1x All Skes - Baggage : Chec \$0.00 CDN
1x Sked 20l : Carbon Offset \$0.65 CDN
1x Sked 20l : VHFC Terminal \$9.86 CDN
1x Sked 20/300 : (Pk) GO F \$198.07 CDN

Goods and Services Tax \$10.42 GST

Grand Total \$219.00 CDN

Payment Information:

Master Card \$219.00 CDN ✓

Date/Time 12/04/2019 1:07:13 PM
Station HCXHCS04
Terminal ID HCXHCC04
Action Purchase
Card Type M/C
Card Number **** * s.22 C
Amount \$219.00
Authorization 160713
Trace Number 053001001064
Response 00-001/APPROVED 160713
Chip ID A0000000041010
TVR/TSI 0000008000/E800



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131465

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 Beale, William		Employee ID s.22		Phone Number s.17	
Client Organization Agriculture TRANSPORTATION & INFRAST		Job Title SR Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2019/06/28		6. Fiscal Year 2020		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Travel		Headquarters Victoria	
12. Mailing Address for Cheque Room 325-501 Belleville St Victoria BC, BC V8V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
	Destination	Start	End	Km	Cost
2019					
04/13	Vic>Van	1200	1800	0.00	20.05
04/14	Van	1200	1600	0.00	50.00
04/16	Van	0800	2300	0.00	40.00
04/25	Van>Vic	0800	1630	0.00	65.00
05/10	Van>Vic	0700	1700	0.00	17.00
*Supplemental to E131255 confirmed did not claim					
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 192.05
				38. \$ 0.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 192.05
48. Client Code 034 130 130 130 130	49. Resp. 55001	50. Service Line 60410	51. STOB 5701	52. Project 5500102	45. Supplier Code s.22 Amount \$ 192.05
Less Travel Advance 130					
AMOUNT DUE TO EMPLOYEE					54. \$ 192.05
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

Audit Trail for Travel Voucher (Restricted Use) E131465 for Beale, William

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/28 09:34:19	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2019/06/28 09:40:32	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2019/06/28 13:21:29	Beale, William s.15 William.Beale@gov.bc.ca		Approved	Waters, Leah Leah.Waters@gov.bc.ca
2019/06/28 13:22:26	Waters, Leah s.15 Leah.Waters@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131465 for Beale, William

1 note(s) returned.

Created On	Author	Note
2019/06/28 09:34:19	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	Associated travel for E131255

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**BLACK TOP & CHECKER
CABS**

777 PACIFIC STREET
VANCOUVER, BC V6Z 2R7
6046813201
<https://www.btccabs.ca>

Transaction 17001788

Total ✓ **CA\$20.05**
s.22

VISA s.17

Station: BT156

✓ 13-Apr-2019 4:49:09PM

CA s.22 Method:

CONTACTLESS

VISA XXXXXXXXXXXXs.22 ✓

Ref #: 910300117680

Auth #: 72771

MID: *

AID: A0000000031010

AthNtwkNm: VISA

THANK YOU FOR YOUR BUSINESS

**BLACK TOP & CHECKER
CABS**

777 PACIFIC STREET
VANCOUVER, BC V6Z 2R7
6046813201
<https://www.btccabs.ca>

Transaction 8700784

Total **CA\$50.00** ✓

CREDIT CARD SALE CA\$50.00

VISA s.22

✓ 14-Apr-2019 10:48:03AM

CA\$50.00 | Method:

CONTACTLESS

VISA XXXXXXXXXXXXs.22 ✓

Ref #: 910400118685

Auth #: 040971

MID: *****3884

AID: A0000000031010

AthNtwkNm: VISA

THANK YOU FOR YOUR BUSINESS

SURDELL TAXI 042
286-8128 128TH ST V3W1R1
SURREY BC
20106252
QB2010625201

SALE

04-16-2019 ✓ 21:17:42
Acct # *****s.22 ✓ RF
Exp Date **/** Card Type VI
Name: /
A0000000031010
VISA CREDIT

Trace # 320007 Operator 142
Inv. # 7
Auth # 022821 RRN 001396007

Sale \$40.00

TOTAL ✓ **\$40.00**

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

Retain this copy for your
records
Customer copy

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240012

*** PURCHASE ***
04-25-2019 ✓ 22: 29
ACCT # *****s.22
Exp Date **/** Card Type
Name:
A000000001010 VISA

Trace # 7845
Inv. # 362
Auth # 076911 RRN 001744101

Total ✓ \$65.00

(001) APPROVED-THANK YOU

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records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240026

**** PURCHASE ****
05-10-2019 ✓ 06:28:56
ACCT # *****s.22 RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Operator: 126
Trace # 5886
Inv. # 126
Auth # 056791 RRN 001891012

Total ✓ \$9.00

(001) APPROVED-THANK YOU

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records
Customer copy

www.yellowcabvictoria.com
250-381-2222

YELLOW CAB 22
1441 CLARK DR
VANCOUVER BC

CARD *****s.22
CARD TYPE VISA
DATE ✓ 2019/05/10
TIME 4159 07:54:03
CLERK ID 1
RECEIPT NUMBER
H85018957-001-001-967-0

PURCHASE
TOTAL

✓ \$8.00

VISA CREDIT
A0000000031010
DF1716D249991B65
0000000000-

APPROVED

AUTH# 021061 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001



Control No.

E131255

Name	Employee ID	Phone Number
Beale, William	s.22	s.17
Client Organization	Job Title	Travel Group Code
Agriculture TRANSPORTATION & INFRAS	SR Ministerial Assistant	3

5. Date Completed 2019/05/27	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

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

12. Mailing Address for Cheque

Room 325-501 Belleville St. Victoria BC, BC V8V 1X4

16. Travel Dates	17. Places Travelled	18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe
2019	Vic-Van on the 13th (HA)								
04/14	Vic- Kamloops	0800	1630		0.00	F-	51.50		
04/15	Kamloops-Golden	0800	1630		0.00	F-	51.50	121.80	
04/16	Golden - Vic	0800	1630		0.00	F-	51.50	154.10	
04/23	Vic - Van (HA)	1630	1930		0.00	F-BL	30.50		
04/24	Van	0800	1630		0.00	F-	51.50		
04/25	Van - Vic WJ	0800	1630		0.00	F-	51.50	538.16	290.72
									Car rental, parking (AVIS) \$ 290.79+4.50+27.95=290.72

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 360.28		38. \$ 288.00	39. \$ 814.06	40. \$ 290.72	Claim Total \$ 1753.06
-------------------	----------------	------------------	--	------------------	------------------	------------------	---------------------------

48.	034	49.	50.	51.	52.	45.	
Client Code		Resp.	Service Line	STOB	Project	Supplier Code	Amount
130		55001	60410	5702	5500102	s.22	\$ 790.68 s.22
130		55001	60410	5712	5500102		
130		55001	60410	5701	5500102		\$ 962.38
130							

[illegible][illegible]

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

56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
--	-------------------	--------------------

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E131255 for Beale, William

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/27 10:31:37	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Saved	Beale, William William.Beale@gov.bc.ca
2019/05/27 15:34:59	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	Beale, William William.Beale@gov.bc.ca	Notified	Beale, William William.Beale@gov.bc.ca
2019/06/04 14:15:59	Beale, William s.15 William.Beale@gov.bc.ca		Approved	Waters, Leah Leah.Waters@gov.bc.ca
2019/06/21 12:02:21	Waters, Leah s.15 Leah.Waters@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131255 for Beale, William

1 note(s) returned.

Created On	Author	Note
2019/05/27 10:31:37	Leverman, Charly s.15 Charly.Leverman@gov.bc.ca	5702 - Leah Waters paid for flight from Vic to Van on April 13th, as well as the car rental that was used to drive to Kamloops/Golden etc. Car rental was for the 24th and 25th not the trip to Kamloops --5712 - Flight from Kamloops to Victoria paid for by William Beale, Air Canada has not provided the receipt as of May 27, 2019 5701 - Leah Waters paid for flight from Vic to Van on April 23rd, as well as the return flight on April 25th.

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Hi Charly,

Can I ask why William chose Avis vs the car rental places on the CSA site. Also can he give a brief explanation why he chose a SUV. (road conditions etc)

Thank you,

Pat

RENTAL AGREEMENT NUMBER s.22

RECEIPT

YOUR INFORMATION

Customer Name : BEALE, WILLIAM ✓
Methods Of Payments : VISA s.22 ✓

YOUR VEHICLE INFORMATION

Avis Car Number : 3 4 7 6 3 5 9 5
Plate Number : BC s.22
Veh Grp Charged : Intermediate SLV Honda Civic
Veh Grp Rented : Intermediate SUV ✓
Veh Description : RED CHEVROLET EQUINOX
Total Driven : 417 KMs Odometer In: 8177 KMs
Fuel Reading: Out 0.0 Gal : In 0.0 Gal

YOUR RENTAL

Pickup Date/Time : APR 24, 2019 01:23 PM ✓
Pickup Location : 757 HORNBY STREET
VANCOUVER, BC, V6Z 1B2, CA

Return Date/Time : APR 25, 2019 08:05 PM
Return Location : 3680 GRANT MCCONACHIE WAY
RICHMOND, BC, V7B 1V1, CA

YOUR VEHICLE CHARGES:

MIN 1 DAY, IF NOT MET DLY RT= 38.00 MAX 108 HRS

RATE CHART PRNLS TIME AND MILEAGE

KMs : .15

HRLY : 28.51 150

DAILY: 38.00 300 ✓

AD DY: 38.00 300

PER : 75.00 PR8 75.00= 75.00 ✓

Time & Mileage: 76.00

TAXABLE FEES

One way Fee + .50

EMERGENCY RECOVERY FEE .98 /DY + 1.96

VEH LID FEE + 3.42

Fuel service charge + 133.90 ✓

*\$12.00/RYL + 12.00

Subtotal Charges: 227.75

PST 7.000% + 15.94

NON TAXABLE ITEMS

BST Tax 5.00 % + 11.39

PASSENGER VEHICLE RENTAL TAX + 3.16

Your Total Charges Paid: 258.27

Prepayment : .00

NET CHARGES: CAD 258.27 ✓

Your Total Due: 0.00

Fuel service: .357\$/KM 3.650/Lit

*PARKING SURCHARGE

YOUR OPTIONAL PRODUCTS/SERVICES

Same price per day as
National in Vancouver for
Full Size.

I believe that Leah made the original reservation as I don't seem to have any record on it. So I'm not certain why, however, generally we go by cheapest offer if they are lower than those offered on the CSA site.

As Will remembers the rental it was a Honda Civic and not an SUV. We are not sure why the receipt would indicate otherwise.

My apologies about the notes, I was thinking about the announcement that was made and not the actual place they went. They were indeed in Vancouver.

Charly Leverman
AA
Ministry of Transportation

-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----NOTICES

I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable. X

Thank you for renting with Avis. AVIS

If you have questions regarding this rental, call us at 604-606-2297.

GST NO: R100361985

This vehicle was rented to you by ZULFIKAR.

This vehicle was checked in for you by CRISTIAN

RENTAL AGREEMENT NUMBER s.22

Repair:

YOUR INFORMATION

Customer Name : BEALE, WILLIAM
Method Of Payment : VISA Xs.22

YOUR VEHICLE INFORMATION

Avis Car Number : 5 9 7 6 5 0 7
Fleet Number : 80 s.22
Veh Grp Charged : Intermediate SL
Veh Grp Rented : Intermediate SUV
Veh Description : RED CHEVROLET EQUINOX
Total Driven : 417 Kms Odometer In: 8177 Kms
Fuel Reading: Out 0.0 Gal / In 0.0 Gal

YOUR RENTAL

Pickup Date/Time : APR 24, 2019 01:35 PM
Pickup Location : 757 HORNBY STREET
VANCOUVER, BC, V6Z 1B2, CA

Return Date/Time : APR 25, 2019 02:05 PM
Return Location : 3660 BRANT KENNEDIE RD
RICHMOND, BC, V7B 1V1, CA

YOUR VEHICLE CHARGES:

MIN : DAY, IF NOT MET DLY RT= 88.00 MAX 106 HRS
RATE CHART FRIED TIME AND MILEAGE

AKS :	.15		
AILY :	88.00	150	
DAILY:	88.00	300	
AD DY:	88.00	300	
PER :	75.00	PRG	75.00= 75.00
Time & mileage:			75.00
TAXABLE FEES:			
One day fee		+	.50
ENERGY RECOVERY FEE .98 /DY		+	1.50
VEH LID FEE		+	2.42
Fuel service charge		+	189.91
*\$12.00/AVL		+	12.00
Subtotal Charges:			287.75
PST 7.000%		+	10.74
NON TAXABLE ITEMS			
DST (ax 5.00 %		+	11.39
PASSENGER VEHICLE RENTAL TAX		+	8.14
Your Total Charges Paid:			258.27
Prepayment :			.00
KEY CHARGES:		LKD	258.27
Your Total Due:			0.00
Fuel service: .85/2/KM 3.630/Lit			
*PARKING SURCHARGE			

YOUR OPTIONAL PRODUCTS/SERVICES

NOTICES -AVIS- NOTICES -AVIS- NOTICES -AVIS-

I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable.X

Thank you for renting with Avis.

If you have questions regarding this rental, call us at 604-606-2847

EST NO: R100351985

This vehicle was rented to you by ZULFIKAR

This vehicle was checked on for you by ERISMAA

Name & Address

Trevena, Claire

This hotel is for William s.22 is his VISA number double checked the Minister's travel for the same dates used her own credit card it shows her number

Room s.15
Arrival Date 4/14/2019 6:55:00 PM
Departure Date 4/15/2019 8:54:00 AM
Adult/Child 1/0 ✓
Room Rate 105.00
Rate Plan: GVS
s.15
AL:
Car:

Confirmation Number: s.22

s.15

5/24/2019

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDITS	BALANCE
4/14/2019	336820 GUEST ROOM				✓ \$105.00	
4/14/2019	336820 GST				\$5.25	
4/14/2019	336820 HOTEL ROOM TAX				\$8.40	
4/14/2019	336820 CITY TAX				\$3.15	
4/15/2019	336862 VS s.22				✓ (\$121.80)	
	BALANCE				\$0.00	
EXPENSE REPORT SUMMARY						
		4/14/2019	STAY TOTAL			
ROOM AND TAX		\$121.80	\$121.80			
DAILY TOTAL		\$121.80	\$121.80			
Total Invoice Amount	\$105.00	\$16.80				

ACCOUNT NO VS s.22		4/15/2019 4348	DATE OF CHARGE s.22	FOLIO NO / CHECK NO
CARD MEMBER NAME Trevena, Claire			AUTHORIZATION	INITIAL
ESTABLISHMENT NO & LOCATION			PURCHASES & SERVICES	
			TAXES	
CARD MEMBER'S SIGNATURE X			TIPS & MISC.	
			TOTAL AMOUNT \$121.80	

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RETURNED OR REFUNDED FOR A CASH REFUND

PAYMENT DUE UPON RECEIPT

GST s.15

Minister's approval

MINISTER APPROVED

37

04-16-19

Claire Trevena	Folio No. :	Room No. : s.15
Po Box 9055 Stn Prov Govt	A/R Number :	Arrival : 04-15-19
Victoria BC V8W 9E2	Group Code :	Departure : 04-16-19
Canada	Company :	Conf. No. : s.22
	Membership No. :	Rate Code : IMGOV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
04-15-19	*Accommodation	134.00	
04-15-19	SST Tax 8%	10.72	
04-15-19	GST Tax 5%	6.70	
04-15-19	DMO Tax 2%	2.68	
04-16-19	Visa		154.10
Total		✓ 154.10	154.10
Balance		✓ 0.00	

Guest Signature:

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



Ministers approval

This hotel is for William s.2 is his VISA number
double checked the Minister's travel for the same dates
used her own credit card it shows her number



Transaction Details

Transaction Date	Apr 16, 2019
Posted Date	Apr 18, 2019
Debit	\$360.28

Transaction Description	AIR CAN* s.22 AIRCANADA.COM MB CA
Card #	s.22

This is not an official record of your transaction.



BEALE WILLIAM

STANDARD ECONOMY/ECONOMIQUE STANDARD
s.22

Frequent Flyer/Voyageur assidu

ZONE 4

Cabin/Cabine
Y

Flight/Vol	Date	From/De	Destination
AC 8199	16APR/AVR	KAMLOOPS	VANCOUVER

Flight/Vol
AC 8199
VANCOUVER
Seat/Place

Boarding Time/Heure d'embarquement 19:15 Gate/Porte 1 Seat/Place s.15

Remarks/Observations

Departure Time/Heure de depart 19:45

Airline Use/A usage interne 0052 YKA721134



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE

s.15

s.15

s.15

CSA APPROVED HOTEL
MINISTER APPROVED
OVER CSA RATE

Room : s.15
Folio # : s.22
Invoice # :
Cashier # : 139
Page # : 1 of 1

Govt BC
Mr William Beale
Po Box 9055 Stn Prov Govt
Victoria BC V8W9E2
Canada

Arrival : 04-23-19
Departure : 04-25-19

Date	Description	Additional Information	Charges	Credits
04-23-19	Room Charge - Provincial Govt		229.00	
04-23-19	Destination Marketing Fee		2.96	
04-23-19	Hotel Room Tax		25.52	
04-23-19	Room GST		11.60	
04-24-19	Room Charge - Provincial Govt		229.00	
04-24-19	Destination Marketing Fee		2.96	
04-24-19	Hotel Room Tax		25.52	
04-24-19	Room GST		11.60	
04-25-19	Visa	XXXXXXXXXXXXs.22 XX/XX		538.16
Total			538.16	538.16
Balance Due			0.00	

GST Summary

Room : 23.20
F&B : 0.00
Other : 0.00
Total : 23.20

HST Summary

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

s.15



MINISTER'S APPROVAL

s.15

RECEIPT
Advanced Parking
Lot 57

License Plate Number
s.22

Expiration Date/Time
12:22 PM
APR 25, 2019

Purchase Date/Time: 08:22am Apr 25, 2019

Total Parking: \$22.00 ✓
Total AX: \$5.95

Total Due: \$27.95 Rate: \$22.00 - 4 Hours
Total Paid: \$27.95 Payment Type: Card
Ticket #: 00174277
S/N #: 500011490295
Set in: APS Lot 0057
Machine Name: Meter - 1

*****s.2 Visa ✓

Auth #: 097361

Your Receipt,
Thank You!

RECEIPT
City of Surrey
City Hall Parkade

License Plate Number
s.22

Expiration Date/Time
01:37 PM
APR 25, 2019

Purchase Date/Time: 10:37am Apr 25, 2019

Total Due: \$4.50 ✓ Rate: \$4.50 for 3 Hours
Total Paid: \$4.50 Payment Type: Card
Ticket #: 00000079
S/N #: 520014230460
Setting: City Hall P2 P3
Machine Name: NCH-P3 Plaza 223

*****s.2 Visa ✓

Auth #: 041141

NO RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

✓ Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veillez imprimer ce reçu pour vos dossiers.

Refund Information / Détails du remboursement

Passenger Name: William Beale ✓
Nom du passager:
Ticket(s) Refunded: s.22 ✓
Billet(s) remboursé(s):

Payment card refunded: CC-CAXXXXXXXXXXXXXs.17
Carte de paiement remboursée:
Date of refund: 10 April 2019
Date du remboursement: 10 Avril 2019

Customer Care Service au client

On the web/Site Web
www.aircanada.com

**Air Canada Reservations
Réservations d'Air Canada**
1 888 247-2262

**Aeroplan Centre
Centre Aéroplan**
1 800 361-5373

Amount refunded / Montant du remboursement

Amount eligible for refund: 310.00
Montant à rembourser:

Taxes and Airport Fees eligible for refund:
Taxes et frais aéroportuaires à rembourser:

Air Travellers Security Charge /
Droit pour la sécurité des passagers du transport aérien (CA) 7.12

Airport Improvement Fee - Canada /
Frais d'améliorations aéroportuaires - Canada (SQ) 10.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) /
Taxe canadienne sur les produits et services (TPS/TVH no 10009-2287 RT0001) (XG) ✓ 16.36

Total Amount Refunded to your payment card in Canadian dollars:
Montant total remboursé sur la carte de paiement en Dollars canadiens: ✓ **343.48**



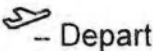
Booking Confirmation

Booking Reference: s.22

Date of issue: 09 Apr, 2019

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

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



Economy - Comfort

Tuesday 16 Apr, 2019	✓ 19:45 Kamloops (YKA), BC		20:36 Vancouver Vancouver Int. (YVR), BC Terminal M	AC8199	0hr51 Economy V Operated by: Air Canada Express - Jazz Q400
			Layover in Vancouver		1hr19
Tuesday 16 Apr, 2019	21:55 Vancouver Vancouver Int. (YVR), BC Terminal M		22:24 Victoria Victoria Int. (YYJ), BC	AC8081	0hr29 Economy V Operated by: Air Canada Express - Jazz Q400
			Total duration		2hr39

Passengers

William Beale ✓
Ticket Number
s.22

Seats
AC8199 s.1
AC8081 5



Purchase summary

MasterCard
*****S.17 ✓
Amount paid: \$343.48
Tax information
GST no. 10009-2287 RT0001
\$16.36

1 adult

Base Fare 298.00
Surcharges 12.00

Goods and Services Tax - Canada no. 100092287 RT0001 ✓ 16.36
Air Travellers Security Charge - Canada 7.12
Airport Improvement Fee - Canada 10.00

Total airfare and taxes before options **\$343⁴⁸**

GRAND TOTAL (Canadian dollars) ✓ **\$343⁴⁸**



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
minutes¹

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.

Booking Statement for Harbour Air Seaplanes ✓

Booking #

s.17

Invoice s.17

Date

Tuesday, Apr 23, 2019

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex	1 @	\$198.07
-----------------------------	-----	----------

Departure

17:00

Taxes, Fees and Charges

Victoria Harbour

All Skeds - Baggage : Checked Baggage Fee	1 @	\$15.00
---	-----	---------

Arrival

17:35

Sked 200 : Carbon Offset	1 @	\$0.65
--------------------------	-----	--------

Vancouver Harbour

Sked 200 : VHFC Terminal Fee	1 @	\$9.86
------------------------------	-----	--------

Duration

35 minutes

+ Goods and Services Tax		\$11.17
--------------------------	--	---------

1 Passenger(s) »

GoFlex

Beale, William

Canadian Dollars	\$234.75
-------------------------	-----------------

Status:

KK- Confirmed

Master Card



\$234.75

#***** *****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 Passenger(s) - GoFlex
William Beale, Male

[Add to Calendar](#)

DID TAKE
THIS FLIGHT

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% cancellation fee if cancelled within 24hrs of
departure

Booking # s.17

Thursday, April 25, 2019

Flight #223/Twin Otter

17:00 Vancouver Harbour / Map 

17:30 Victoria Harbour / Map 

30 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Invoice s.17

Air Transportation Charges

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

Taxes, Fees and Charges

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

TOOK WEST JET

William Beale, Male ✓

[Add to Calendar](#)

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% cancellation 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.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor (11 and under).

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

The maximum weight per single piece of luggage is 50 pounds.



eTicket Receipt

Prepared For
BEALE/WILLIAM MR



RESERVATION CODE	s.22
ISSUE DATE	25Apr19
TICKET NUMBER	s.22
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25Apr19	WESTJET WS 3185	VANCOUVER BC, CANADA	VICTORIA BC, CANADA	Seat Number s.15 (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis YA0D0FLS Not Valid After 25APR20
	Operated by: WESTJET ENCORE	Time 21:00 Terminal MAIN TERMINAL	Time 21:34	

Allowances

Baggage Allowance

YVR to YYJ - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YVR to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

YVR to YYJ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX s.17
Fare Calculation Line	YVR WS YYJ298.00CAD298.00END
Fare	CAD 298.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION

	CHARGES)
✓	CAD 15.86 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
✓	CAD 0.25 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 338.23 ✓

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

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