



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131986

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 Kingston, Charlotte s.22			Employee ID s.22			Phone Number (604) 775-1600																																																																							
Client Organization Office of the Premier			Job Title			Travel Group Code 2																																																																							
5. Date Completed 2019/10/15		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information																																																																							
Type of Travel In Province		14. Reason for Travel Meetings in Victoria				Headquarters Vancouver																																																																							
12. Mailing Address for Cheque																																																																													
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>*PCard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/03</td> <td>*Victoria (HJ)</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td>8.95</td> <td>BLDI</td> <td>49.00</td> <td>134.74</td> <td></td> <td></td> </tr> <tr> <td>10/04</td> <td>*Victoria -Van (HJ)</td> <td>0000</td> <td>1545</td> <td></td> <td>0.00</td> <td></td> <td>BLI</td> <td>30.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 8.95</td> <td></td> <td>38. \$ 79.00</td> <td>39. \$ 134.74</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 222.69</td> </tr> </tbody> </table>									16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2019	*PCard											10/03	*Victoria (HJ)	0700	2359		0.00	8.95	BLDI	49.00	134.74			10/04	*Victoria -Van (HJ)	0000	1545		0.00		BLI	30.00				TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 8.95		38. \$ 79.00	39. \$ 134.74	40. \$ 0.00	Claim Total \$ 222.69
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48. Client Code 004 004 004 004		49. Resp. 36A10		50. Service Line 36200		51. STOB 5701		52. Project 3600000		45. Supplier Code s.22		Amount \$ 222.69																																																																	
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AMOUNT DUE TO EMPLOYEE																																																																													
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																																																																				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																																																																				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																																																																				

Audit Trail for Travel Voucher (Restricted Use) E131986 for Kingston, Charlotte s.22

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/15 11:27:17	Loubert, Danny s.15 Danny.Loubert@gov.bc.ca	Kingston, Charlotte s.22 Charlotte.Kingston@gov.bc.ca	Saved	Kingston, Charlottes.22 Charlotte.Kingston@gov.bc.ca
2019/10/15 11:28:23	Loubert, Danny s.15 Danny.Loubert@gov.bc.ca	Kingston, Charlotte s.22 Charlotte.Kingston@gov.bc.ca	Notified	Kingston, Charlotte s.22 Charlotte.Kingston@gov.bc.ca
2019/10/16 11:20:32	Kingston, Charlotte s.22 s.15 Charlotte.Kingston@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2019/10/16 14:11:35	Geary, Vanessa s.15 Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131986 for Kingston, Charlotte S.22

1 note(s) returned.

Created On	Author	Note
2019/10/15 11:27:17	Loubert, Danny s.15 Danny.Loubert@gov.bc.ca	10/03 Travel from Residence to Helijet Vancouver Helijet Vancouver to Victoria Meetings in Victoria Overnight s.15 BLDI - Per Diem 10/04 Working In Victoria Travel to Helijet Victoria Helijet Victoria to Vancouver BLI - Per Diem

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Ms Charlotte Kingston
s.22

Room s.15
Arrival Date : 10/03/19
Invoice No. s.22
Folio No. :
Conf. No. :
Cashier No. : 87
Billing Date : 10/04/19
A/R Number

Date	Description		Debit	Credit
10/03/19	Room Charge		115.00	
10/03/19	Destination Marketing Fee		1.15	
10/03/19	Provincial Room Tax		12.78	
10/03/19	Room GST		5.81	
10/04/19	Visa s.22	XX/XX		134.74
Room H/GST Total - 5.81			134.74	134.74
Other H/GST Total - 0.00				
H/GST # 122212624 PST# 1000-6248			Balance	0.00

YELLOW CAB #256
1441 CLARK DR
VANCOUVER BC

CARD *****s.22
CARD TYPE VISA
DATE 2019/10/03
TIME 4630 07:28:02
CLERK ID 1
RECEIPT NUMBER
C85062975-001-061-087-0

PURCHASE
AMOUNT \$8.95
TIP s.22
TOTAL

s.22

VISA
A0000000031010
BD09405EB2DA9577
0080008000-E800
D98634E5BE55559A
0080008000-F800

APPROVED

AUTH# 496722 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Loubert, Danny PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: October 15, 2019 11:32 AM
To: Loubert, Danny PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #	s.22
Name	Mira Oreck
Company	Government Of Bc

Booking

s.22

Thursday, October 3, 2019

705

07:50 Vancouver Harbour (Downtown)

08:25 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Charlotte Kingston, Female

[Add to Calendar](#)

Invoice #458629

FARE-YWH-FULL_Summer2019	\$243.00
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Billing	\$243.00
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Taxes	\$0.00
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Grand Total	\$243.00
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Quick Ticket (Prepaid)	\$243.00
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Date / Time	October 3, 2019 @ 7:30:38 AM
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Summary	4080990352
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Service	Quick Ticket Prepaid
---------	----------------------

Ticket	4080990352
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Fully Changeable / Refundable up to 5pm the day prior to departure.

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

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

Booking

s.22

Friday, October 4, 2019

720

15:00 Victoria Harbour (Downtown)

15:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

. Charlotte Kingston, Female

[Add to Calendar](#)

Invoice #458630

FARE-QT private fare-2018

\$243.00

Billing

\$243.00

Taxes

\$0.00

Grand Total

\$243.00

Quick Ticket (Prepaid)

\$243.00

Date / Time

October 4, 2019 @ 2:30:45 PM

Summary

4080990353

Service

Quick Ticket Prepaid

Ticket

4080990353

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.

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