



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131135

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 Smith, Krystal				Employee ID NR				Phone Number s.22					
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2019/05/06			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 PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2													
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
	*PCard			Km	Cost			Claim	Cost		Cost	Describe	
	Destination			Start	End			F-BL					
	05/02 * Vic to Kelowna (AC)			1700	2359	0.00		F-D	30.50		161.24		
	05/03 Kel to Penticton			0001	2359	0.00			33.25		56.88	Rental Car/Gas	
05/04 Kelowna			0001	2359	0.00								
05/05 * Kelowna to Vic (WJ)			0001	2000	0.00	67.10	F-BL	30.50					
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 67.10		38. \$ 94.25	39. \$ 161.24	40. \$ 56.88	Claim Total \$ 379.47	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
010		15001		10000		5702		1500000		NR		\$ 123.98	
010		15001		10000		5750		1500000				\$ 94.25	
010		15001		10000		5751		1500000				\$ 161.24	
010													
Less Travel Advance													
010													
AMOUNT DUE TO EMPLOYEE											54. \$ 379.47		
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			

379.47

Audit Trail for Travel Voucher (Restricted Use) E131135 for Smith, Krystal

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/06 09:07:08	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/06 09:14:16	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Notified	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/06 09:17:34	Smith, Krystal (NR) Krystal.Smith@gov.bc.ca		Approved	Maartman, William William.Maartman@gov.bc.ca
2019/05/06 15:40:08	Maartman, William (NR) William.Maartman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131135 for Smith, Krystal

1 note(s) returned.

Created On	Author	Note
2019/05/06 09:07:08	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	5/2 Victoria to Kelowna, got a ride to the airport, F-BL \$30.50 5/3 Kelowna to Penticton, free time after 4:00pm, F-D \$33.25, NR Hotel (hotel was for May 2nd) \$161.24, Budget Car Rental \$38.24, City Park Town Pantry Gas for Rental Car \$18.64 5/4 Kelowna - free time all day 5/5 Kelowna to Victoria, free time to 4:00pm, F-BL \$30.50, Yellow Cab \$67.10 Only claiming first night of accommodation

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Booking Confirmation

Booking Reference: NR

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.

- Depart

Economy - Flex

Thursday
02 May, 2019

20:05
Victoria
Victoria Int. (YYJ), BC

20:34
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8078

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

Layover in Vancouver

1hr56

Thursday
02 May, 2019

22:30
Vancouver
Vancouver Int. (YVR), BC
Terminal M

23:26
Kelowna
(YLW), BC


AC8422

0hr56
Economy G
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration

3hr21

Passengers

 **Krystal Smith**

Ticket Number
NR

Seats
AC8078 NR
AC8422



Purchase summary

MasterCard

*****NR
Amount paid: \$278.38

Tax information

GST no. 10009-2287 RT0001
\$13.26

1 adult

Air Transportation Charges

Base Fare	206.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	12.01
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00
Total airfare and taxes before options	\$252¹³

Seat selection

Krystal Smith	
AC8078 NR	12.00
AC8422:	13.00
Goods and Services Tax - Canada no. 100092287 RT0001	1.25
Total with options and seat selection fee:	\$278³⁸
GRAND TOTAL (Canadian dollars)	\$278³⁸



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.

NR

KRYSTAL SMITH

Bill
Date 05/03/2019
Room NR
Arrival 05/02/2019
Departure 05/03/2019
Company

NR

NR

Date	Description	Supplement	Qty.	Price	Amount
05/02	Government		1	139.00	139.00
05/03	Master Card				-161.24
Net					139.00
HOTEL TAX 11%					15.29
GST 5%					6.95
Total					161.24
Paid					-161.24
Balance					0.00

We thank you for your visit and wish you a safe trip.

CITY PARK TOWN PANTR
375 HARVEY AVENUE
KELOWNA, BC
U1Y 6C3

2019-05-03 14:59:20

STORE #: 43128
TRANS #: 331320
GST #: R743318321

PUMP 3
REGULAR
12.435L AT \$1.499/L

ACCT:
MASTERCARD
\$ 18.64

GST INCLUDED \$ 0.89

TOTAL \$ 18.64

TYPE: PURCHASE

MASTERCARD
*****NR
REFERENCE #:
66283141 0018420110C
AUTH 175920

MASTERCARD
A0000000041010
0000000000
E800

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

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

THANK YOU FOR
SHOPPING AT
CHEURON

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240065

**** PURCHASE ****

05-05-2019 19:21:57
Acct # *****NR C
Card Type MC
Name: KRYSTAL SMITH
A0000000041010 Mastercard

Operator: 365
Trace # 5393
Inv. # 8132
Auth # 222157 RRN 001590003

Total \$67.10

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Renter: SMITH, KRYSTAL s.22

BCD Number: NR

Company: PSSG

Credit Card: Master Card NR

Rental Rate Used: PRG-LW-18 - A

Vehicle Class: Compact

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	32.74	200	Regular
Week	1	End	194.83	1400	Regular
Hour	25	End	16.37	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 \$1.47 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 13.64% subject to taxes

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

Contract close subject to final vehicle inspection

Rented In Kelowna

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: \$38.24

Vehicle Rented:

Owner: a/Devon Transport

Unit #: 818586

Class: Full Size

Time Out: 02 May 2019 23:34

Licence: HD322G

Time In: 03 May 2019 15:50

Km Out: 33184

Location Out: Kelowna Airport

Km In: 33356

Location In: KELLW

Km Driven: 172

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	32.74	1.71	2.29	1.50	

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

Payments & Refunds

Total: 38.24

Type	Date	Amount	Exchange	Amount	Location
Master Card	03 May 2019 15:50			38.24	KELLW
BD014S01 074001001044 NR			023539	Purchase	
BD014C01 Mastercard APPROVED AID:A0000000041010 00-000 C					

Amount Owing

Net Charges & Taxes: 38.24

Net Payment & Refunds: 38.24



eTicket Receipt

Prepared For
SMITH/KRYSTAL MISS

RESERVATION CODE	NR
ISSUE DATE	09Apr19
TICKET NUMBER	NR
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
05May19	WESTJET WS 3261 Operated by: WESTJET ENCORE	KELOWNA BC, CANADA Time 18:00	VICTORIA BC, CANADA Time 19:01	Seat Number NR (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KAUD0ELS Not Valid Before 05MAY19 Not Valid After 05MAY19

Allowances

Baggage Allowance

YLW to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

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

YLW to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR
Fare Calculation Line	YLW WS YYJ141.00CAD141.00END
Fare	CAD 141.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	CAD 8.01 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 20.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 189.13

Other Charges

SEAT ASSIGNMENT #NR	(YLW-YYJ /	CAD 13.00
QTY 1)		
Taxes		CAD 0.65
Form of Payment		CREDIT CARD - MASTERCARD : XXXXXXXXXXXX NR
Total		CAD 13.65
Total Fare and Other Charges		CAD 202.78

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)

[Important Legal Notices](#)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131201

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 Smith, Krystal				Employee ID NR				Phone Number (250) 361-7096				
Client Organization Public Safety and Solicitor General				Job Title Ministerial Assistant				Travel Group Code 3				
5. Date Completed 2019/05/13			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 PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2												
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
	*PCard			Km	Cost		Claim	Cost		Cost	Describe	
	Destination	Start	End									
	05/09 * Vic to Kelowna (AC)	1700	2359		0.00			F-BL		30.50		
	05/10 Kel PeachInd Kel	0001	2359		0.00			F-LD		22.75	54.31	Rental Car/Gas
	05/11 Kelowna to Vic	0001	2359		0.00					0.00		
05/12 * Kelowna to Vic (WJ)	0001	2130		0.00	70.30	F-BL	30.50					
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total		
				\$ 0.00	\$ 70.30		\$ 83.75	\$ 209.74	\$ 54.31	\$ 418.10		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		
010		15001		10000		5702		1500000		NR		
010												
010												
010												
Less Travel Advance												
010												
AMOUNT DUE TO EMPLOYEE										54.		
										\$ 418.10		
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) E131201 for Smith, Krystal

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/13 15:19:51	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:08:10	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:08:23	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:08:40	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Notified	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:19:15	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:19:26	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Notified	Smith, Krystal Krystal.Smith@gov.bc.ca
2019/05/14 09:35:40	Smith, Krystal (NR) Krystal.Smith@gov.bc.ca		Approved	Maartman, William William.Maartman@gov.bc.ca
2019/05/14 11:04:08	Maartman, William (NR) William.Maartman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131201 for Smith, Krystal

2 note(s) returned.

Created On	Author	Note
2019/05/13 15:19:51	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	5/9 Vic to Kelowna, caught ride to airport, F-BL \$30.50, NR \$209.74 5/10 Kelowna to Peachland to Kelowna, F-LD \$22.75, Budget Rental Car \$44.01, 1230-2359 free time 5/11 0001-2359 free time 5/12 0001-1500 free time, 1500-2130 Kelowna to Victoria, Yellow Cab \$70.30 Airport to Home, F-BL \$30.50 Please add to last note: 5/10 Gas for rental car \$10.30
2019/05/14 09:19:15	Hunt, Charlotte (NR) Charlotte.Hunt@gov.bc.ca	

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NR

Booking Confirmation

Booking Reference: NR

Date of issue: 30 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.

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Economy - Flex

Thursday
09 May, 201920:05
Victoria
Victoria Int. (YYJ), BC20:34
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8078

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

Layover in Vancouver

1hr56

Thursday
09 May, 201922:30
Vancouver
Vancouver Int. (YVR), BC
Terminal M23:26
Kelowna
(YLW), BC

AC8422

0hr56
Economy H
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration

3hr21

Passengers

Krytal SmithTicket Number
NR

Seats

AC8078 NR
AC8422



Purchase summary

MasterCard

*****NR

Amount paid: \$348.73

Tax information

GST no. 10009-2287 RT0001

\$16.61

1 adult



Air Transportation Charges

Base Fare

298.00

Surcharges

12.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

16.61

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options

\$348⁷³

GRAND TOTAL (Canadian dollars)

\$348⁷³



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.

NR

Guest Charges

Folio #: NR Guest : Smith, Krystal NR
Room #:
Payment Method : Credit Card Company :
Rate : Arrival: 5/9/2019
5/9/2019 \$179.00 s.22 Departure: 5/10/2019

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
5/9/2019	ROOM	Auto Posted		NR	\$179.00		\$179.00
5/9/2019	ECO	Auto Posted			\$2.00		\$181.00
5/9/2019	GST	Auto Posted			\$8.95		\$189.95
5/9/2019	MRDT	Auto Posted			\$5.37		\$195.32
5/9/2019	PST	Auto Posted			\$14.32		\$209.64
5/9/2019	RGST	Auto Posted			\$0.10		\$209.74
5/10/2019	MC	MCNR				\$209.74	\$0.00
						Balance	\$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$209.74
Account: MCNR Approval Code: 031236
Account Holder: Smith/Kystal Approval Amount: (\$209.74)

I agree that my liability for all charges is not waived.

Guest Signature



NR

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 #: NR

Reservation #:

Renter: SMITH, KRYSTAL S.22

BCD Number: NR

Company: PSSG

Credit Card: Master Card NR

Rental Rate Used: PRG-LW-18 - A

Km Charge: 0.10 per Km

Vehicle Class: Full Size

Period	From	To	Amount	Km Cap	Type
Day	1	End	37.89	200	Regular
Week	1	End	225.47	1400	Regular
Hour	25	End	18.95	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 \$1.47 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 13.64% subject to taxes

VLF/ERF: 5.29 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Kelowna

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: \$44.01

Vehicle Rented:Class: Intermediate SUV
Time Out: 09 May 2019 23:37
Time In: 10 May 2019 14:00
Location Out: Kelowna Airport
Location In: KELLW

Owner: a/Devon Transport

Unit #: 820128

MVA #: 35521371/PFW

Licence: FV354T

Km Out: 30011

Km In: 30092

Km Driven: 81

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	37.89	1.97	2.65	1.50	

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

Payments & Refunds

Total: 44.01

Type	Date	Amount	Exchange	Amount	Location
Master Card	10 May 2019 21:00			44.01	KELLW
BD014S05 081001001049NR			023928 Purchase		
BD014C05 Mastercard APPROVED AID:A0000000041010 00-000 C					

Amount Owing

Net Charges & Taxes:	44.01
Net Payment & Refunds:	44.01

TRANSACTION

CANADIAN TIRE #1904
2403 HWY 97N
KELOWNA BC
U1X 4J2
250-762-5660

PAYPOINT : 02P
GST #: R100773019
TRANS #: 264439
HOST TIME :
2019-05-10 12:35:30
LOCAL TIME:
2019-05-10 15:34:39

PUMP 02
REGULAR
7.110L AT \$1.449/L

FUEL SALES \$ 10.30

GST INCLUDED \$ 0.49

TOTAL \$ 10.30

PURCHASE

MASTERCARD

*****NR

REFERENCE #:

66227541 0010010011C

INVOICE # 186208

SEQUENCE #: 8634

AUTH# 153439

MASTERCARD

A0000000041010

0000008000

E800

VERIFIED BY PIN

01/027 APPROVED

THANK YOU

COLLECT CT MONEY.
VISIT TRIANGLE.COM
TODAY.

-- IMPORTANT --
RETAIN THIS COPY FOR
YOUR RECORDS

- CUSTOMER'S COPY -

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240087

PURCHASE

05-12-2019 19:29:39

Acct # *****NR C

Card Type MC

Name: KRYSTAL SMITH

A0000000041010 Mastercard

Operator: 87

Trace # 2475

Inv. # 8049

Auth # 222939 RRN 001756001

Total \$70.30

(001) APPROVED-THANK YOU

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records
Customer copy

www.yellowcabvictoria.com
250-381-2222



eTicket Receipt

Prepared For
SMITH/KRYSTAL MS

RESERVATION CODE	NR
ISSUE DATE	30Apr19
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/G3F
FREQUENT FLYER NUMBER	NR

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12May19	WESTJET WS 3261	KELOWNA BC, CANADA	VICTORIA BC, CANADA	Fare Family Seat Number NR (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis SAND0FLS Not Valid After 12MAY20
	Operated by: WESTJET ENCORE	Time 18:00	Time 19:01	

Allowances

Baggage Allowance

YLV 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:

1. 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

YLV to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment	TRAVEL BANK : XXXXXXXXXXXXX ^{NR} - CAD 42.13
	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX ^{NR} - CAD 247.80
Fare Calculation Line	YLV WS YYJ237.00CAD237.00END
Fare	CAD 237.00

Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 12.81 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 20.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 289.93

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)

[Important Legal Notices](#)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131329

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 Gardea, Daniela				Employee ID NR		Phone Number (778) 677-4304																																																																			
Client Organization Municipal Affairs and Housing				Job Title Ministerial Assistant		Travel Group Code 4																																																																			
5. Date Completed 2019/06/05		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information																																																																			
Type of Travel In Province		14. Reason for Travel Vancouver Meetings				Headquarters Victoria																																																																			
12. Mailing Address for Cheque																																																																									
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FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Jun 10, 2019

Audit Trail for Travel Voucher (Restricted Use) E131329 for Gardea, Daniela

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/05 14:03:05	Rayner, Jena (NR) Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Saved	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/06/05 14:03:35	Rayner, Jena (NR) Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/06/07 14:55:18	Gardea, Daniela (NR) Daniela.Gardea@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/06/07 15:37:15	White, Christine (NR) Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131329 for Gardea, Daniela

1 note(s) returned.

Created On	Author	Note
2019/06/05 14:03:05	Rayner, Jena (NR) Jena.Rayner@gov.bc.ca	05/16 Vic to Van: taxi to work with suitcase, taxi to Helijet flight was not boarded, taxi to ferry as alternative transport to Van, Walk on Ferry ticket, mileage from ferry terminal. 05/17 Van: planning session meetings, half day per diem.

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Attached is a travel voucher for Daniela Gardea from May 16-17th. There are 3 cabs as there was a cab to the office due to having to bring suitcase form home, and a cab to the Helijet which was not boarded as Daniela did not have her ID (the flight was cancelled and refunded to Christine)and the 3rd is for the taxi to the ferry so she could get to Van. Please let me know if you have any questions.

Thank you!

Jena Rayner
Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing

Not sure actually. I know it wasn't via flight as nothing was booked that I am aware of so I assume a Ferry but she did not provide me with a receipt. She is unfortunately in Halifax all week with Minister so I won't have anything regarding that till next week.

Jena Rayner

Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: June 10, 2019 9:46 AM
To: Rayner, Jena MAH:EX <Jena.Rayner@gov.bc.ca>
Subject: RE: Scan From <Device Name>

Hi Jena,

One more question for this travel claim E131329 how did Daniela get back to Victoria?

Pat

Swartz Bay
To
Tsawwassen



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/16 ✓

Adult 17.20
Total 17.20

MasterCard
*****NR 17.20 ✓

AUTH 223723 66251946 0010017710 C

MasterCard

A0000000041010 / 0000000000 / E800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

SWB 16 May 2019 19:37:23



7005453 149415

SEE REVERSE FOR TICKET

BLUEBIRD CABS #102
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/05/16 ✓
TIME 0902 19:35:19
RECEIPT NUMBER
C85069020-001-253-002-0

PURCHASE
TOTAL

\$69.00 ✓

MasterCard
A0000000041010
4A91AB248C599ECC
0000008000-E800
F912C76A2E7D3897

APPROVED

AUTH# 223519 01-027
THANK YOU

CARDHOLDER COPY

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PHONE.250.382.2222

Date is not for this claim

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240032

**** PURCHASE ****
05-27-2019 07:51:27
Acct # *****NR C
Card Type MC
Name: DANIELA GARDEA
A0000000041010 MasterCard

Operator: 139
Trace # 339
Inv. # 139
Auth # 105127 BRN 001613006

Total \$15.00

(001) APPROVED-THANK YOU

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Customer copy

yellowcabvictoria.com
250-381-2222

A.T DOW
3560 CALUMET AVE
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/05/16 ✓
TIME 8424 18:20:09
RECEIPT NUMBER
C85042891-001-130-006-0

PURCHASE
TOTAL

\$14.00 ✓

MasterCard
A0000000041010
4579CBFA6996C1F4
0000008000-E800
0262160407A32E2C

APPROVED

AUTH# 212009 01-027
THANK YOU

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131243

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Name Infante, James				Employee ID NR				Phone Number (778) 679-4931																																																																																																																																																																																																																																																												
Client Organization Social Development and Poverty Reduction				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																																																																																																																																																																												
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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) E131243 for Infante, James

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/23 11:11:12	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/05/23 11:12:15	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/05/23 11:12:47	Infante, James (NR) James.Infante@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2019/05/23 11:13:35	Squance, Leah (NR) Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131243 for Infante, James

1 note(s) returned.

Created On	Author	Note
2019/05/23 11:11:12	Infante, James (NR) James.Infante@gov.bc.ca	05/03, Vic - Van: Travel for meetings with the Parliamentary Secretary 05/05, Van - Vic: Taxi from a private residence to Helijet for travel home 05/10, Vic - Van: Taxi to Helijet for travel for meetings with the Minister 05/12, Van - Vic: Travel home 05/17, Vic - Van: Travel to Vancouver for meetings with the Minister 05/21, Van - Vic: Travel with the Senior MA via ferry, took a taxi once Victoria side home. The expense for the ferry ride is claimed with the Senior MA in the office.

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BLUEBIRD CABS #48
2612 QUADRA ST
VICTORIA BC

CARD *****NR ✓
CARD TYPE VISA ✓
DATE 2019/05/10 ✓
TIME 2862 11:51:11 ✓
RECEIPT NUMBER
C85038392-001-051-009-0

PURCHASE
TOTAL

\$10.00 ✓

VISA CREDIT
A0000000031010
ECF411E85DF9EB0C
8080008000-6800
88D5E7811E6ADB8B
8080008000-7800

APPROVED

AUTH# 033511 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #139
1441 CLARK DR
VANCOUVER BC

CARD NR ✓
CARD TYPE VISA ✓
DATE 2019/05/05 ✓
TIME 3253 11:40:18 ✓
CLERK ID 1
RECEIPT NUMBER
H85022630-001-001-782-0

PURCHASE
TOTAL

\$24.00 ✓

VISA CREDIT
A0000000031010
E1948FD995F15575
0000000000-

APPROVED

FF/DT 20
AUTH# 005441 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

Transaction Details

Transaction Date	May 21, 2019	✓
Posted Date	May 22, 2019	
Debit	\$35.00	✓
Transaction Description	BLUEBIRD CABS #33 VICTORIA	✓
Card #	BC CA NR	✓

This is not an official record of your transaction.

From: McKnight, Valerie SDPR:EX
To: Infante, James SDPR:EX
Subject: FW: Thank you for choosing to take off with HeliJet!
Date: May 23, 2019 9:46:59 AM

From: Passenger Services <PassengerServices@helijet.com>
Sent: April 29, 2019 4:23 PM
To: McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>
Subject: Thank you for choosing to take off with HeliJet!

HeliJet



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #	NR
Name	James Infante
Company	Ministry Of Social Development

Booking # NR

Friday, May 3, 2019

720

15:00 Victoria Harbour (Downtown)

15:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

James Infante, Male

[Add to Calendar](#)

Invoice # NR

SALE - Seat Sale \$209	\$199.05
------------------------	----------

+ GST	\$9.95
-------	--------

Billing	\$199.05
---------	----------

Taxes	\$9.95
-------	--------

Grand Total	\$209.00
--------------------	-----------------

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

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.

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

Travel Documentation:
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

From: McKnight, Valerie SDPR:EX
To: Infante, James SDPR:EX
Subject: FW: Thank you for choosing to take off with HeliJet!
Date: May 23, 2019 9:45:26 AM

From: Passenger Services <PassengerServices@helijet.com>
Sent: May 5, 2019 11:44 AM
To: McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>
Subject: Thank you for choosing to take off with HeliJet!

HeliJet



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #	NR
Name	James Infante
Company	Ministry Of Social Development

Booking #NR

Sunday, May 5, 2019

785

12:00 Vancouver Harbour (Downtown)

12:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

James Infante, Male

[Add to Calendar](#)

Invoice #NR	
SALE - Seat Sale \$209	\$199.05
+ GST	\$9.95
Billing	\$199.05
Taxes	\$9.95
Grand Total	\$209.00
Mastercard	\$209.00

Date / Time	May 5, 2019 @ 11:41:52 AM
Summary	*****NR
Expiration	10 / 2021
Authorization	144149

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

From: McKnight, Valerie SDPR:EX
To: Infante, James SDPR:EX
Subject: FW: Thank you for choosing to take off with HeliJet!
Date: May 23, 2019 9:46:01 AM

From: Passenger Services <PassengerServices@helijet.com>
Sent: May 10, 2019 11:53 AM
To: McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>
Subject: Thank you for choosing to take off with HeliJet!

HeliJet



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #	NR
Name	James Infante
Company	Ministry Of Social Development

Booking # NR

Friday, May 10, 2019

716

12:25 Victoria Harbour (Downtown)

13:00 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

James Infante, Male

[Add to Calendar](#)

Invoice #	NR
SALE - Seat Sale \$189	\$180.00
+ GST	\$9.00
Billing	\$180.00
Taxes	\$9.00
Grand Total	\$189.00
Mastercard	\$189.00

Date / Time May 10, 2019 @ 11:52:11 AM

Summary NR

Expiration

Authorization 145210

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

From: [McKnight, Valerie SDPR:EX](#)
To: [Infante, James SDPR:EX](#)
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!
Date: May 23, 2019 9:45:50 AM

From: reservation@harbourair.com
Sent: May 9, 2019 2:38 PM
To: McKnight, Valerie SDPR:EX ; McKnight, Valerie SDPR:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #	NR
Name	James Infante

Booking #NR

Sunday, May 12, 2019

Flight #225/Twin Otter

18:00 Vancouver Harbour / [Map](#) ☐

18:35 Victoria Harbour / [Map](#) ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Invoice #NR	
Air Transportation Charges	
Sked 200/300 : (Np) GO Flex	\$140.92
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	\$7.57

James Infante, Male

Billing	\$151.43
Taxes	\$7.57
Grand Total	\$159.00

[Add to Calendar](#)

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.**



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131256

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 Infante, James				Employee ID NR		Phone Number (778) 679-4931				
Client Organization Social Development and Poverty Reduction				Job Title Ministerial Assistant		Travel Group Code 3				
5. Date Completed 2019/05/27 06/14		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Minister's Office				
12. Mailing Address for Cheque 52 San Jose Ave. Victoria, BC V8V 2C2										
16. Travel Dates	17. Places Travelled			18. .55 kms Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Describe
2019	Vic-Van (HJ)	1600	2359		0.00	11.00		0.00	32.28	
05/23	Van	0800	2359		0.00		F-LD	22.75		
05/24	Van-Vic (HA)	1300	2359		0.00			0.00		
05/26	Vic-Van (HA)	1600	2359		0.00	13.00		0.00	32.28	
06/02	Van	0800	2359		0.00		F-	51.50	32.28	
06/03	Van	0800	2359		0.00		F-D	33.25		
06/05	Van-Vic (HA)	0800	1500		0.00		F-LD	22.75		
06/06	Vic-Van (HJ)	1200	2359		0.00			0.00	32.28	
05/17	Van (Ferry)	0800	2359		0.00	35.00	F-D	33.25		
05/21	-Vic									
*Flights on PCARD				36.	37.	38.	39.	40.	Claim Total	
TOTALS OF COLUMNS				\$ 0.00	\$ 59.00	\$ 163.50	\$ 129.12	\$ 0.00	\$ 351.62	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount			
031	51384	54006	5712	5188888	NR		\$ 351.62			
031	46001	48000	5701	4600000						
031										
031										
Less Travel Advance										
031										
AMOUNT DUE TO EMPLOYEE									54.	
									\$ 351.62	
45. Employee Signature (See Audit Trail)						Print Name		Date Signed		
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.										
56. Spending Authority Signature (See Audit Trail)						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) E131256 for Infante, James

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/27 10:49:54	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/06/11 14:53:35	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/06/11 14:55:13	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/06/11 14:56:33	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/06/14 08:41:47	Infante, James (NR) James.Infante@gov.bc.ca		Saved	Infante, James James.Infante@gov.bc.ca
2019/06/14 09:07:04	Infante, James (NR) James.Infante@gov.bc.ca		Initiated	McKnight, Valerie Valerie.McKnight@gov.bc.ca
2019/06/14 10:41:21	McKnight, Valerie (NR) Valerie.McKnight@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131256 for Infante, James

1 note(s) returned.

Created On	Author	Note
2019/06/14 09:07:04	Infante, James NR James.Infante@gov.bc.ca	05/17 Vic-Van, Helijet 05/21 Van-Vic, travel with Senior MA via ferry, Taxi ride home 05/23 Vic-Van, Taxi to Helijet, personal res. 05/24 Van, meetings 05/26 Van-Vic, Helijet 06/02 Vic-Van, Taxi to Harbour Air, personal res. 06/03 Van, meeting, personal res. 06/05 Van, meetings 06/06, Van-Vic, Harbour Air

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BLUEBIRD CABS #131
2612 QUADRA ST
VICTORIA BC

CARD NR
CARD TYPE VISA
DATE 2019/05/23 ✓
TIME 1901 15:27:41
RECEIPT NUMBER
H85069239-001-730-011-0

PURCHASE
TOTAL

\$11.00 ✓

VISA CREDIT
A0000000031010
BAE6613C3BB54E59
0000000000-

APPROVED

FF/DT 20
AUTH# 022431 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

BLUEBIRD CABS #26
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE VISA
DATE 2019/06/02 ✓
TIME 1013 16:26:44
RECEIPT NUMBER
H85021100-001-841-001-0

PURCHASE
TOTAL

\$13.00 ✓

VISA CREDIT
A0000000031010
860C9F7ADE9F8D79
0000000000-

APPROVED

AUTH# 093381 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

BLUEBIRD CABS #33
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE VISA
DATE 2019/05/21 ✓
TIME 3213 18:22:19
RECEIPT NUMBER
H85012263-001-260-003-0

PURCHASE
TOTAL

\$35.00 ✓

VISA CREDIT
A0000000031010
12A0A1908AD8CD79
0000000000-

APPROVED

AUTH# 065751 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

E131242 S UANCE, LEAH

E131242 S UANCE, LEAH

Tsawwassen
To
Swartz Bay

BC Ferries
Suite 200 - 1181 Blenheim Street
Victoria BC Canada V8W 2B7

LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/21

2	Adult	34.40
20	Undersize Vehi	57.50
Total		91.90

Visa *****NR 91.90
AUTH 436878 66277657 MICHELLE 4078 5
\$1 APPROVED - THANK YOU BCF
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 21 May 2019 14:22:50

1007094 265819
SEE REVERSE SIDE OF TICKET

Paid for 2nd passenger James Infante (MA)
Supplier number NR amount of \$17.20

From: [Passenger Services](#)
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: May 22, 2019 9:35:49 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 #	NR
Name	James Infante
Company	Ministry Of Social Development

Booking #NR

Thursday, May 23, 2019

722

15:50 Victoria Harbour (Downtown)

16:25 Vancouver Harbour
(Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak
James Infante, Male

[Add to Calendar](#)

Invoice #NR

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: reservation@harbourair.com
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: May 23, 2019 11:30:17 AM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

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

Harbour Air Team

Customer Information

Account

HAS #

NR

Name

James Infante

Booking # **NR**

Sunday, May 26, 2019

Flight #2150/Twin Otter

13:30 Vancouver Harbour / Map ☐

14:05 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

James Infante, Male

[Add to Calendar](#)

Invoice # **NR**

Air Transportation Charges

Sked 200/300 : (St) GO Flex

\$186.64

Taxes, Fees and Charges

Sked 200 : Carbon Offset

\$0.65

Sked 200 : VHFC Terminal Fee

\$9.86

All Skeds - Baggage : Checked Baggage Fee

\$0.00

+ Goods and Services Tax

\$9.85

Billing

\$197.15

Taxes \$9.85

Grand Total **\$207.00**

GoFlex Fare Conditions:

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

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% 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.**

From: reservation@harbourair.com
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: May 28, 2019 12:52:12 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

Harbour Air Team

Customer Information

Account

HAS #

NR

Name

James Infante

Booking # **NR**

Sunday, June 2, 2019

Flight #2200

16:30 Victoria Harbour / Map ☐

17:05 Vancouver Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

James Infante, Male

[Add to Calendar](#)

Invoice # **NR**

Air Transportation Charges

Sked 200/300 : (St) GO Flex

\$186.64

Taxes, Fees and Charges

Sked 200 : Carbon Offset

\$0.65

All Skeds - Baggage : Checked Baggage Fee

\$0.00

Sked 200 : VHFC Terminal Fee

\$9.86

+ Goods and Services Tax

\$9.85

Billing

\$197.15

Taxes \$9.85

Grand Total **\$207.00**

GoFlex Fare Conditions:

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

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% 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.**

From: reservation@harbourair.com
To: [McKnight, Valerie SDPR:EX](#); [McKnight, Valerie SDPR:EX](#)
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: May 31, 2019 4:07:34 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

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

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

Harbour Air Team

Customer Information

Account

HAS #

NR

Name

James Infante

Booking #NR

Thursday, June 6, 2019

Flight #2150/Twin Otter

13:30 Vancouver Harbour / Map ☐

14:05 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

James Infante, Male

[Add to Calendar](#)

Invoice #NR

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex

\$198.07

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee

\$0.00

Sked 200 : Carbon Offset

\$0.65

Sked 200 : VHFC Terminal Fee

\$9.86

+ Goods and Services Tax

\$10.42

Billing

\$208.58

Taxes	\$10.42
Grand Total	\$219.00

GoFlex Fare Conditions:

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

Baggage:

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Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131311

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 Ranjan, Ramesh				Employee ID NR				Phone Number (604) 220-5303																																																																																																															
Client Organization Tourism, Arts and Culture				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																															
5. Date Completed 2019/06/03			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																														
Type of Travel In Province			14. Reason for Travel Meeting in Vancouver						Headquarters Victoria																																																																																																														
12. Mailing Address for Cheque 151-501 Belleville Street Victoria, BC V8W 9E2																																																																																																																							
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Audit Trail for Travel Voucher (Restricted Use) E131311 for Ranjan, Ramesh

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/03 14:30:11	Larson, Lori (NR) Lori.Larson@gov.bc.ca	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca	Notified	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2019/06/03 15:03:38	Ranjan, Ramesh (NR) Ramesh.Ranjan@gov.bc.ca		Approved	Newhook, Kelly Kelly.Newhook@gov.bc.ca
2019/06/04 10:43:16	Newhook, Kelly (NR) Kelly.Newhook@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131311 for Ranjan, Ramesh

0 note(s) returned.

Created On	Author	Note

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Swartz Bay
To
Tsawwassen



LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/30 ✓

✓ 20' Undersize Vehi 57.50
1 Adult 17.20

Total 74.70

✓ Visa *****NR 74.70 ✓

AUTH 029240 66277643 0010013020 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWB 30 May 2019 18:44:30



1005018 614552
SEE REVERSE SIDE OF TICKET

RECEIPT
You WIN big at
www.riverrock.com

License Plate Number
NR

Expiration Date/Time

✓ 08:51 AM
JUN 01, 2019

Purchase Date/Time: 08:51am May 31, 2019

✓ Total Due: \$2.50 Rate: \$2.50 - FOR 24H
Total Paid: \$2.50 Pmt Type: CC (Ta
Ticket #: 00055975
S/N #: 520117512445
Setting 8888-07 New
Mach Name: Meter - 7

*****NR Visa

Auth #: 0377

No purchase necessary
Must be 19+

To
Swartz Bay



LANE 37

RECEIPT - PLEASE RETAIN

PURCHASE 2019/06/02 ✓

✓ 20' Undersize Vehi 57.50
1 Adult 17.20

Fuel Surcharge 1.10

Total 75.80

✓ Visa *****NR 75.80 ✓

AUTH 084070 66277661 0010014300 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 02 Jun 2019 12:36:13



1007132 501671
91597
SEE REVERSE SIDE OF TICKET

* LUNCH PER DIEM

06/01/19

* RETURN KM'S 132

* MEETING IN VANCOUVER

* KM'S E 131311

TH20EXEDIJ4



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131293

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 Sanderson, Melanie s.22				Employee ID NR				Phone Number s.22																																																																
Client Organization Transportation and Infrastructure				Job Title Ministerial Assistant				Travel Group Code 3																																																																
5. Date Completed 2019/05/30			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 PO Box 9055 Stn Prov Gov't																																																																								
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FIN 10 (EFI-F0012 v2.6.1)

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

DJ August 15/19

Page 54 of 62 FIN-2020-01490

2019-08-15

Audit Trail for Travel Voucher (Restricted Use) E131293 for Sanderson, Melanies.22

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/30 12:02:29	Leverman, Charly (NR) Charly.Leverman@gov.bc.ca	Sanderson, Melanies.22 Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie s.22 Melanie.Sanderson@gov.bc.ca
2019/06/28 13:28:27	Leverman, Charly (NR) Charly.Leverman@gov.bc.ca	Sanderson, Melanies.22 Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie s.22 Melanie.Sanderson@gov.bc.ca
2019/07/08 10:19:53	Sanderson, Melanies.22 (NR) Melanie.Sanderson@gov.bc.ca		Approved	Beale, William William.Beale@gov.bc.ca
2019/08/01 12:22:48	Beale, William ✓ (NR) William.Beale@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131293 for Sanderson, Melanie s.22

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

From: [Janke, Debra FIN:EX](#)
To: [Waters, Leah TRAN:EX](#)
Subject: RE: E131293 Melanie Sanderson
Date: August 16, 2019 1:01:00 PM

Thanks, Leah.

Debra

From: Waters, Leah TRAN:EX
Sent: August 16, 2019 12:42 PM
To: Janke, Debra FIN:EX; Leverman, Charly TRAN:EX
Subject: RE: E131293 Melanie Sanderson

Hi Debra,

Charly is away today .No, there were no additional charges.

Thanks!

Leah

From: Janke, Debra FIN:EX
Sent: August 16, 2019 12:36 PM
To: Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>
Subject: FW: E131293 Melanie Sanderson

Hi Leah,

Is Charly off today? If so, can you confirm if there were any additional charges for the **s.22** at the ^{NR} ? Once confirmed, I will process the payment for Melanie.

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: August 15, 2019 11:44 AM
To: Waters, Leah TRAN:EX
Subject: FW: E131293 Melanie Sanderson

Hi Leah,

I just noticed the signature at the bottom of the ^{NR} . Please confirm that is the Ministers signature.

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: August 15, 2019 11:39 AM
To: Waters, Leah TRAN:EX
Subject: E131293 Melanie Sanderson

Hi Leah,

The Hotel folio for Melanie's stay at the ^{NR} Hotel on May 22nd indicates that ^{s.22} stayed in the room. I require confirmation that the ^{s.22} did not increase the price of the accommodation, as any additional charges would have to be recovered from the travel claim. Once the ^{s.22} price is confirmed I will process this claim for payment.

The ^{NR} Hotel and the ^{NR} are not on the CSA approved accommodation listing. Please have the Minister sign off a copy for both Hotel folio's with "Hotel approved" and email signed copies.

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

Guest Name: Melanie Sanderson

Room #: NR

Folio #:

Group #:
s.22

CL #:

Arrive: 05/22/19

Time: 09:21 PM

Depart: 05/23/19

Time: 08:34 AM

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
05/22/2019	ROOM CHARGE	NR		\$155.00	
05/22/2019	ROOM GST		ROOM GST	\$7.75	
05/22/2019	ROOM TAX		ROOM TAX	\$12.40	
05/23/2019	PAY VISA	Ck Out 08:34	***** NR		(\$175.15)
				Folio Balance:	\$0.00

Signature: _____

Tax Summary

ROOM GST	\$7.75
ROOM TAX	\$12.40
Total Tax	\$20.15
GST NR	



MINISTER TREVENA'S SIGNATURE

Guest Name: Melanie Sanderson ✓

Room #: NR

Folio #:

not on the CSA approved accommodation listing
 -email sent to Leah on Aug 15th requesting the
 Ministers approval (attached)

Group #:

s.22

CL #:

Aug 16 email confirmation attached (no additional charges)

Arrive: 05/22/19

Time: 09:21 PM

Depart: 05/23/19

Time: 08:34 AM

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
✓ 05/22/2019	ROOM CHARGE	NR		\$155.00	
05/22/2019	ROOM GST		ROOM GST	\$7.75	
05/22/2019	ROOM TAX		ROOM TAX	\$12.40	
05/23/2019	PAY VISA	Ck Out 08:34	*****NR		(\$175.15)

Folio Balance: \$0.00 ✓

Signature: _____

Tax Summary

ROOM GST	\$7.75
ROOM TAX	\$12.40
Total Tax	\$20.15
GST ^{NR}	

NR

Swartz Bay
To
Tsawwassen
BCFerries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/22 ✓
s.22

20' Undersize Vehi 57.50

Total s.22
Visa NR

AUTH 03871I 66277641 0010011210 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

- 1 adult 17.20
To Claim **74.70**

CARDHOLDER COPY
SWB 22 May 2019 18:31:28

1005027 288393
SEE REVERSE SIDE OF TICKET

NR

PRE AUTH COMPLETE

REF#: 00306806
Batch #: 323 SEQ: 323001001010
05/24/19 08:06:27
APPR CODE: 213348
MASTERCARD
*****NR

AMOUNT \$155.52

00 - APPROVED - 000

Mastercard
AID: A0000000041010

CUSTOMER COPY

Tsawwassen
To
Swartz Bay

BCFerries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/24 ✓

20' Undersize Vehi 57.50
1 ✓ Adult 17.20

Total 74.70
Visa NR **74.70**

AUTH 01395I 66277650 0010013500 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 24 May 2019 18:10:46

1007103 824020
106356
SEE REVERSE SIDE OF TICKET

Guest Folio

Arrival Date: 23 May 2019

Departure Date: 24 May 2019

Room Type: Studio B-1 Queen

Melanie Sanderson ✓C/O Ministry of Transportation
447 Columbia St
Kamloops, BC
V2C2T3

Folio: NR

Room: NR

CC Number: *****

Group/Corporation: Provincial Government

Date	Folio	Reference	Amount	Tax	Total
✓ 23 May 2019	1	Room Charge	\$132.00	\$23.52	\$155.52
24 May 2019	1	Payment: MC	\$-155.52	\$0.00	\$-155.52
Room Charges			\$132.00	\$23.52	\$155.52
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-155.52	\$0.00	\$-155.52
Balance					\$0.00 ✓

PST - HSF	0.24	\$	\$132.00	\$0.24
GST - HSF	0.15	\$	\$132.00	\$0.15
HSF	2.99	\$	\$132.00	\$2.99
PST	8.00	%	\$134.64	\$10.77
GST	5.00	%	\$134.64	\$6.73
DMF	2.00	%	\$132.00	\$2.64

Reg # NR

Reg #

Signature _____

NR

