



Control No.

E131639

Name	Employee ID	Phone Number
Renneberg, Tim	NR	(250) 387-6240
Client Organization	Job Title	Travel Group Code
Forests, Lands, Natural Resource Operations and Rural Dev	Ministerial Assistant	3

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

Rm 248, Parliament Buildings PO Box 9049 Victoria, BC V8W 9E2

[illegible][illegible]

54.	\$ 22	944.46
-----	-------	--------

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) E131639 for Renneberg, Tim

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/08/02 13:40:13	Purdy, Sandra NR Sandra.Purdy@gov.bc.ca	Renneberg, Tim Tim.Renneberg@gov.bc.ca	Saved	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2019/08/02 14:01:45	Purdy, Sandra NR Sandra.Purdy@gov.bc.ca	Renneberg, Tim Tim.Renneberg@gov.bc.ca	Saved	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2019/08/02 14:03:30	Purdy, Sandra NR Sandra.Purdy@gov.bc.ca	Renneberg, Tim Tim.Renneberg@gov.bc.ca	Saved	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2019/08/02 14:03:49	Purdy, Sandra NR Sandra.Purdy@gov.bc.ca	Renneberg, Tim Tim.Renneberg@gov.bc.ca	Notified	Renneberg, Tim Tim.Renneberg@gov.bc.ca
2019/08/02 14:18:09	Renneberg, Tim NR Tim.Renneberg@gov.bc.ca		Initiated	Silverio, Lisa Lisa.Silverio@gov.bc.ca
2019/08/12 12:29:43	Silverio, Lisa NR Lisa.Silverio@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E131639 for Renneberg, Tim

1 note(s) returned.

Created On	Author	Note
2019/08/02 14:01:45	Purdy, Sandra NR Sandra.Purdy@gov.bc.ca	July 30 - Pers. car to YYJ, clm 32km. Flg Vic/Van, AC8070, Van/Kam AC8198 pd AA PCard \$349.78. Pick up car rental. Overnht hotel, pd on MA TCard, \$131.08. Claim din. July 31 - Drove to Quesnel, mtgs. Overnht hotel, pd on MA TCard, \$106.22. Clm B/L/D. Aug. 1 - Drove to Pr. George, mtgs. Gas for car, pd MA TCard, \$77.58, car rental pd on MA TCard, \$503.83. Flg PG/Van, WestJet #3284, Van/Vic WS#3183, pd AA PCard \$521.98. Prkg YYJ on MA TCard \$41.00. Pers. car, clm 32km. Claim B/L.

Production *** Copyright © Government of British Columbia

NR

Mr Tim Renneberg

s.22

Invoice

Invoice date 7/31/2019
 Invoice number NR
 Our reference
 GST Number

Guest **Mr Tim Renneberg** Arrival **7/30/2019** Departure **7/31/2019** Room NR

Date	Description	Ref.	Quantity	Unit Price	Total (CAD)
7/30/2019	Room Charge		1	113.00	113.00
7/30/2019	GST Taxes		1	5.65	5.65
7/30/2019	Municipal Room Tax		1	3.39	3.39
7/30/2019	PST Room tax		1	9.04	9.04

Total invoice 131.08

7/31/2019 MC ***NR Auth: 019516

-131.08

Total Paid -131.08

Total Due 0.00

Total GST 5.65
 Total PST (Room)
 Total PST (Other)



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

NR

Not on CSA
Minister Approval Required

Check-out receipt

Name: Tim Renneberg
Check-in: Wednesday Jul 31, 2019
Check-out: Thursday Aug 1, 2019
Confirmation #: NR
Invoice number:
Invoice date: 01/08/2019
Unit assignment: NR

Attn: Tim Renneberg
Ministry of Forestry
s.22

Date	Description of services	HRT	GST	Cost (CAD)
31/07/2019	Unit NR Queen Standard - Government Rate Government Rate	7.52	4.70	94.00
Sub-total				94.00
HRT				7.52
GST				4.70
Total				106.22
MasterCard: Aug 1, 2019 - XXXX XXXX XXXXNR				106.22
Amount owing (CAD)				0.00

IMPORTANT! PLEASE READ BEFORE SIGNING. *The entire property is non-smoking. Guests are subject to a \$200 fee if any evidence of smoking of any substance, including Cannabis & Vaping, is found in or near rooms.
*Additional fees may be charged for any willful or negligent damages which includes bringing any cooking appliance in or an animal into a non-pet room.

Customer signature: _____

NR



SHELL CANADA PRODUCTS
9912 SINTICH ROAD HWY97
PRINCE GEORGE, BC V2N 6C9
(250) 963-7595
(DUPLICATE RECEIPT)
(DUPLICATE RECEIPT)

Tax Description	Qty	Amount
F Bronze No. 1		
62.692 L @ \$1.239/ L		\$77.68
Sub Total		\$77.68
5.0% GST tax on	\$0.00	\$0.00
7.0% PST tax on	\$0.00	\$0.00
TOTAL		\$77.68
VISA:		\$77.68
Change		\$0.00

Fuel Includes	GST	5.0%	\$3.70
Fuel Includes	PST	7.0%	\$0.00
GST - Fuel - BC	No.	866123441RT0001	

XXXXXXXXXXXXNR
VISA
PURCHASE C
INV No. 2180193251
2019/08/01 13:01
VISA CREDIT
AID A0000000031010
TVR 8080008000
TSI 7800

01 APPROVED - THANK
YOU 001
APPROVAL No. 07464N
TERMINAL No.
89218010
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

Save 3c per litre!
with any BMO AIR MILES Credit Card and
AIR MILES card. Load your offer now at
bmo.com/fuel
before Sept 3, 2019

***** YOUR OPINION COUNTS *****
Tell us about your recent visit at
www.shell.ca/opinion
and you could win FUEL FOR A YEAR
*Receipt Required

THANK YOU
Questions? 1-800-661-1600

REG: 100 CSH: ICR TRAN: 3828391
8/1/2019 13:01:42 ST: C21801

BUDGET

RENTAL AGREEMENT NUMBER NR

YOUR INFORMATION

Customer Name: RENNEBERG , TIM
 Budget Customer Discount: BC PROVINCIAL GOVERNMENT
 Method of Payment: MASTER XXNR

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 35530036
 Plate Number: BC NR
 Total Driven: 635 KM
 Odometer In: 5056 KM
 Veh Grp Charged: Intermediate
 Veh Grp Rented: Standard SUV-5 Pass
 Veh Description: SIL NISSAN PATHFINDER
 Fuel Reading: Out 8/8 In 8/8

YOUR RENTAL

Pickup Date/Time: JUL 30,2019@5:25PM
 Pickup Location: 3025 AIRPORT ROAD
 FULTON FIELD AIRPORT
 KAMLOOPS,BC,V2B 7W9,CA

Return Date/Time: AUG 01,2019@1:18PM
 Return Location: 4141 AIRPORT ROAD
 PRINCE GEORGE AIRPORT
 PRINCE GEORGE,BC,V2N 4M6,CA

YOUR VEHICLE CHARGES

MIN 1 DAY

RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES	
KMs:	Hourly: 100	235 KM @ .10 =	23.50
HRLY: 28.42	Daily: 200	2 Ad'l Day @ 37.89 =	75.78
DAILY: 37.89	Weekly: 1400	Time and Kilometres:	99.28
AD DY: 0.00			
WKLY: 225.47			
MNTLY: .00			
TAXABLE FEES			
One Way Fee		+	289.00
Subtotal Charges:			388.28
PST 7.000%		+	27.18
NON TAXABLE ITEMS			
GST TAX 5.00 %		+	19.41
PASSENGER VEHICLE RENTAL TAX		+	3.16
Your Total Charges Paid:			438.03
Prepayment		+	0.00

NET CHARGES: CAD 438.03
 Your Total Due: 0.00
 Fuel service: .2437 /MI 1.999 /Gal

YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:

Optional Services Total Non Taxable:

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----

Thank you for renting with Budget.

If you have questions regarding this rental, call us at 250-374-7368.

Your vehicle was rented to you by 02456 . Your vehicle was checked in by 05106 .

VICTORIA
INTERNATIONAL AIRPORT
LANE:Long Term Exit 2-11

Paid On:2019/08/01 18:14
Ticket#:286630323
Paid:\$ 41.00
GST:\$ 1.95

CC:MASTERCARD:5587-3811
THANK YOU
Transaction: Approved
CST#10456-7276RT001
*****NR Swiped
MASTER CARD
Purchase 19/08/01 18:14:27
Seq# 002929 005
Auth# 081540
APPROVED

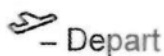
Booking Confirmation

Booking Reference: NR

Date of issue: 24 Jul, 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 - Standard

Tuesday
30 Jul, 2019

15:05
Victoria
Victoria Int. (YYJ), BC

15:35
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8070

0hr30
Economy Q
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

0hr35

Tuesday
30 Jul, 2019

16:10
Vancouver
Vancouver Int. (YVR), BC
Terminal M

16:59
Kamloops
(YKA), BC



AC8198

0hr49
Economy Q
Operated by: Air Canada Express -
Jazz | Q400

Total duration

1hr54

Passengers

 **Timothy Renneberg**
Seats
Ticket Number

AC8070 -
AC8198 -

NR



Purchase summary

MasterCard
*****NIP
Amount paid: \$349.78
Tax information
GST no. 10009-2287 RT0001
\$16.66

1 adult

Air Canada

Base Fare	299.00
Surcharges	12.00

GST

Goods and Services Tax - Canada - 100092287 RT0001	16.66
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00

Total airfare and taxes before options	\$349.78
--	-----------------

GRAND TOTAL (Canadian dollars)	\$349.78
--------------------------------	-----------------



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.



eTicket Receipt

Prepared For
RENNEBERG/TIMOTHY MR

RESERVATION CODE	NR
ISSUE DATE	24Jul19
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
01Aug19	WESTJET WS 3284 Operated by: WESTJET ENCORE	PRINCE GEORGE BC, CANADA Time 15:05	VANCOUVER BC, CANADA Time 16:25 Terminal MAIN TERMINAL	Class PREMIUM ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis RA7D0PQK Not Valid Before 01AUG19 Not Valid After 01AUG19
01Aug19	WESTJET WS 3183 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 17:30 Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 18:05	Class PREMIUM ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis RA7D0PQK Not Valid Before 01AUG19 Not Valid After 01AUG19

Allowances

Baggage Allowance YXS to YYJ - 2 Pieces WESTJET , each piece 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 YXS to YVR , YVR to YYJ - 1 Piece (WS - WESTJET) Carry On Charges YXS to YVR , YVR to YYJ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR
------------------------	---

Fare Calculation Line	YXS WS X/YVR WS YYJ453.00CAD453.00END
Fare	CAD 453.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 23.61 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 521.98

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.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131607

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, Melissa ✓				Employee ID NR				Phone Number (250) 356-9944					
Client Organization Energy, Mines and Petroleum Resources				Job Title Senior Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2019/07/26			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Staffing Minister						Headquarters Minister's office -Victoria				
12. Mailing Address for Cheque Rm 301 Parliament Buildings Victoria, BC													
16. Travel Dates	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
2019	Destination (AC)	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Cost	Describe		
07/14	Vic-Cranbrook	0800	2000	29	15.95	F-	51.50	133.85	*31.50	Baggage fee, missing			
07/15	Cranbrook	0800	2000		0.00	F-	51.50	133.85					
07/16	Cranbrook	0800	2000		0.00	F-	51.50	133.85					
07/17	Cranbrook	0800	2000		0.00	F-	51.50	133.85					
07/18	Cranbrook-Vic (AC)	0800	2000	29	15.95	F-	51.50		31.50	Baggage fee			
TOTALS OF COLUMNS					58 kms	36. ✓ \$ 31.90	37. ✓ \$ 0.00	38. ✓ \$ 257.50	39. ✓ \$ 535.40	40. ✓ \$ 63.00	Claim Total \$ 887.80 ✓		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
057		27011		26700		5704 ²		2700000		NR		\$ 887.80	
057													
057													
057													
Less Travel Advance													
057													
AMOUNT DUE TO EMPLOYEE											54. ✓ \$ 887.80		
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				

* July 14th-missing baggage receipt indicated in the travel notes-EA approved
(employee will check c/card statement and send a copy pertaining to the charge)

Audit Trail for Travel Voucher (Restricted Use) E131607 for Sanderson, Melissa

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/26 10:27:32	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Saved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/07/26 10:27:51	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Notified	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/08/15 08:54:47	Sanderson, Melissa NR Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/08/27 13:45:44	Janke, Debra NR Debra.Janke@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Not Approved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/08/27 14:16:04	Sanderson, Melissa NR Melissa.Sanderson@gov.bc.ca		Saved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/08/27 15:34:42	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Notified	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/08/27 15:39:26	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Saved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/08/27 15:59:08	Sanderson, Melissa NR Melissa.Sanderson@gov.bc.ca		Initiated	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/08/29 10:26:31	Cuddy, Andrew ✓ NR Andrew.Cuddy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E131607 for Sanderson, Melissa

3 note(s) returned.

Created On	Author	Note
2019/07/26 10:27:32	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Victoria-Cranbrook flights paid for on Lisa Pommelet's PCard. All other expenses Melissa Sanderson paid using personal credit cards. July 14 - hotel \$133.85, full-day per diem July 15 - hotel \$133.85, full-day per diem July 16 - hotel \$133.85, full-day per diem July 17 - hotel \$133.85, full-day per diem July 18 - baggage fee \$31.50, full-day per diem
2019/08/27 13:45:44	Janke, Debras NR Debra.Janke@gov.bc.ca	NOT APPROVED: AUDIT TRAIL INDICATES APPROVED BY EMPLOYEE RECEIVING THE REIMBURSEMENT. PLEASE SEND TO ANOTHER EXPENSE AUTHORITY FOR APPROVAL.
2019/08/27 15:34:42	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Baggage claim on July 14 is missing. ✓

Production *** Copyright © Government of British Columbia

From: [Pommelet, Lisa EMPR:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E131607 Melissa Sanderson
Date: September 5, 2019 2:48:12 PM

Hi Debra,

That receipt is missing, Melissa couldn't find it. I believe I made a note in the eForm that the receipt from July 14th is missing, but perhaps I'm forgetting. Let me know if there's anything further I need to do.

Thank you,

Lisa Pommelet

Administrative Assistant for the Honourable Minister Michelle Mungall
Ministry of Energy, Mines, and Petroleum Resources
Ph. (250)953-0900

From: Janke, Debra FIN:EX
Sent: September 5, 2019 2:20 PM
To: Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>
Subject: E131607 Melissa Sanderson

Hi Lisa,

I do not see the receipt for the baggage fee claimed on July 14th. Please email.

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

From: Janke, Debra FIN:EX
To: Pommelet, Lisa EMPR:EX
Subject: RE: E131607 Melissa Sanderson
Date: August 27, 2019 2:41:00 PM

Thanks, Lisa.

Debra

-----Original Message-----

From: Pommelet, Lisa EMPR:EX
Sent: August 27, 2019 2:24 PM
To: Janke, Debra FIN:EX
Subject: RE: E131607 Melissa Sanderson

Thank you Debra! I'll take a look at it, I think there needs to be a couple more things added anyway.

Lisa

-----Original Message-----

From: Janke, Debra FIN:EX
Sent: August 27, 2019 1:51 PM
To: Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>
Subject: E131607 Melissa Sanderson

Hi Lisa,

I have sent this claim back electronically as "not approved". The audit trail indicates approved by Melissa (cannot approve own reimbursement). Please have initiated to another expense authority for approval.

Thanks.

Debra

-----Original Message-----

From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
Sent: August 15, 2019 8:55 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E-forms: Action Required re: E131607 for Melissa Sanderson

Travel Voucher (Restricted Use) Control No. E131607 for Melissa Sanderson was "Approved" by Melissa Sanderson and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

<http://gwww.eforms.gov.bc.ca>

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

From: Janke, Debra FIN:EX
To: Pommelet, Lisa EMPR:EX
Subject: E131607 Melissa Sanderson
Date: August 27, 2019 1:50:00 PM

Hi Lisa,

I have sent this claim back electronically as "not approved". The audit trail indicates approved by Melissa (cannot approve own reimbursement). Please have initiated to another expense authority for approval.

Thanks.

Debra

-----Original Message-----

From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
Sent: August 15, 2019 8:55 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E-forms: Action Required re: E131607 for Melissa Sanderson

Travel Voucher (Restricted Use) Control No. E131607 for Melissa Sanderson was "Approved" by Melissa Sanderson and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

<http://gwww.eforms.gov.bc.ca>

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

From: [Pommelet, Lisa EMPR:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Cc: [Janke, Debra FIN:EX](#)
Subject: E131607 SANDERSON, Melissa receipts
Date: July 26, 2019 11:34:33 AM
Attachments: [E131607 SANDERSON, Melissa receipts.pdf](#)
[MS&AC Vic-Cran July 14.pdf](#)
[MS Cran-Vic July 18.pdf](#)

Hello,

Here are the receipts for E131607 for Melissa Sanderson. I'm attaching the flight receipts that were paid for using my PCard. There is one receipt for the July 14 flight that is for both Melissa AND Andrew. Also the July 18 flight is for Melissa ONLY, Andrew flew home on the 17th. Please let me know if you have any questions or concerns.

Thank you,

Lisa Pommelet

Administrative Assistant for the Honourable Minister Michelle Mungall
Ministry of Energy, Mines, and Petroleum Resources
Ph. (250)953-0900

Send to **Melissa Sanderson** ✓

Cranbrook, BC .

Phone s.22

Guest Name Melissa Sanderson

Arrival Date
2019-07-14Departure Date
2019-07-18

Group Ministry of Energy, Mines and Petroleum Resources

Room Information

NR - Lodge Double Beds

Bill To Sanderson, Melissa

Cranbrook, BC .

Phone s.22

Folio Number NR - All Charges

Trans Date	Description	Voucher	Amount
Charges			
✓ 2019-07-14	Ministry of Energy, Mines and	s NR	115.00
2019-07-14	GST	s	5.92
2019-07-14	PST (Accommodations- 8%)	s	9.48
2019-07-14	Destination Marketing Fee	s	3.45
✓ 2019-07-15	Ministry of Energy, Mines and	s	115.00
2019-07-15	GST	s	5.92
2019-07-15	PST (Accommodations- 8%)	s	9.48
2019-07-15	Destination Marketing Fee	s	3.45
✓ 2019-07-16	Ministry of Energy, Mines and	s	115.00
2019-07-16	GST	s	5.92
2019-07-16	PST (Accommodations- 8%)	s	9.48
2019-07-16	Destination Marketing Fee	s	3.45
✓ 2019-07-17	Ministry of Energy, Mines and	s	115.00
2019-07-17	GST	s	5.92
2019-07-17	PST (Accommodations- 8%)	s	9.48
2019-07-17	Destination Marketing Fee	s	3.45
Total Charges			535.40

Payments

2019-07-18 Visa NR -535.40

Total Payments **-535.40**Balance Due: **0.00** ✓

I have received the goods and / or services in the amount shown hereon. 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 association 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.

Guest Signature: _____

NR

Cranbrook, BC .

Phone s.22

Guest Name Melissa Sanderson

Arrival Date
2019-07-14

Departure Date
2019-07-18

Group Ministry of Energy, Mines and Petroleum Resources

Room Information

NR

Lodge Double Beds

Bill To Sanderson, Melissa

Cranbrook, BC .

Phone s.22

	termination Marketing Fee		GST Accommodations- 8%)	Total
Total Tax	\$13.80	\$23.68	\$37.92	\$75.40

NR

I have received the goods and / or services in the amount shown hereon. 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 association 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.

Guest Signature: _____

Pommelet, Lisa EMPR:EX

From: Sanderson, Melissa EMPR:EX
Sent: July 24, 2019 11:37 AM
To: Pommelet, Lisa EMPR:EX
Subject: FW: Air Canada - Receipt - Baggage Fee

-----Original Message-----

From: Air Canada <confirmation@aircanada.ca>
Sent: Thursday, July 18, 2019 9:04 AM
To: Sanderson, Melissa EMPR:EX <Melissa.Sanderson@gov.bc.ca>
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-07-18 ✓

Passenger: MELISSA SANDERSON
Departure city: CRANBROOK YXC
Destination city: VICTORIA YYJ

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD **31.50 CAD**

Form of payment used: Visa XXXXXXXXXXXX^{NR}

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/tVvapXfuNMCRJO47yrFyxA>

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Booking Confirmation

Booking Reference: **NR**

Date of issue: 05 Jul, 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 - Standard

✓ Sunday
14 Jul, 2019

06:55
Victoria
Victoria Int. (YYJ), BC

07:25
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8050

0hr30
Economy Q
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

1hr30

✓ Sunday
14 Jul, 2019

08:55
Vancouver
Vancouver Int. (YVR), BC
Terminal M

11:09
Cranbrook
(YXC), BC


AC8215

1hr14
Economy Q
Operated by: Air Canada Express -
Jazz | Q400

Total duration

3hr14

Passengers

 **Melissa Sanderson** ✓

Ticket Number
NR

Seats
AC8050 -
AC8215 -

 **Andrew Cuddy**

Ticket Number
NR

Seats
AC8050 -
AC8215 -



Purchase summary

MasterCard
*****NR
Amount paid: \$710.06
Tax information
GST no. 10009-2287 RT0001
\$33.82

2 adults



Air Transportation Charges

Base Fare	304.00
Surcharges	12.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	16.91
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00

Total airfare and taxes before options (per passenger) **\$355⁰³**

Number of passengers **X 2**

Total **\$710⁰⁶**

GRAND TOTAL (Canadian dollars) **\$710⁰⁶**



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 Confirmation

Booking Reference: **NR**

Date of issue: 03 Jul, 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 - Standard

✓ | Thursday
18 Jul, 2019

11:40
Cranbrook
(YXC), BC

12:05
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8216

1hr25
Economy U
Operated by: Air Canada Express -
Jazz | Q400

Layover in Vancouver

0hr50

✓ | Thursday
18 Jul, 2019

12:55
Vancouver
Vancouver Int. (YVR), BC
Terminal M

13:25
Victoria
Victoria Int. (YYJ), BC



AC8085

0hr30
Economy U
Operated by: Air Canada Express -
Jazz | Q400

Total duration

2hr45

Passengers

 **Melissa Sanderson** ✓ |
Ticket Number
NR

Seats
AC8216 -
AC8085 -

 **Andrew Cuddy**
Ticket Number
NR

Seats
AC8216 -
AC8085 -



Purchase summary

MasterCard
*****NR
Amount paid: \$823.46
Tax information
GST no. 10009-2287 RT0001
\$39.22

2 adults



Air Transportation Charges

Base Fare	369.00
Surcharges	12.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	19.61
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	4.00

Total airfare and taxes before options (per passenger) **\$411⁷³**

Number of passengers **X 2**

Total **\$823⁴⁶**

GRAND TOTAL (Canadian dollars) **\$823⁴⁶**



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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131556

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 Sam, Anne-Marie				Employee ID NR				Phone Number s.22																																																																																																																																																																																																																																																																																													
Client Organization Indigenous Relations and Reconciliation				Job Title Senior Ministerial Assistant				Travel Group Code 3																																																																																																																																																																																																																																																																																													
5. Date Completed 2019/07/16			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																																																																																																																																												
Type of Travel In Province			14. Reason for Travel Travel w/ Minister						Headquarters Victoria																																																																																																																																																																																																																																																																																												
12. Mailing Address for Cheque PO Box 9051 Stn Prov Gov Victoria, BC V8W 9E2																																																																																																																																																																																																																																																																																																					
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Costs</th> <th>Claim</th> <th>Cost</th> <th>Costs</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> <td>Vic/Pr.George (WJ)</td> <td>1400</td> <td>2359</td> <td></td> <td>0.00</td> <td>65.00</td> <td>F-BL</td> <td>30.50</td> <td>134.56</td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/08</td> <td></td> <td>PG/FF/LB/BLake</td> <td>0600</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-LD</td> <td>22.75</td> <td>111.87</td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/09</td> <td></td> <td>PG/Vic (WJ)</td> <td>0600</td> <td>2300</td> <td></td> <td>0.00</td> <td>65.00</td> <td>F-L</td> <td>41.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="12">PCARD</td> </tr> <tr> <td colspan="6">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td></td> <td>38.</td> <td>39.</td> <td>40.</td> <td colspan="2">Claim Total</td> </tr> <tr> <td colspan="6"></td> <td>\$ 0.00</td> <td>\$ 130.00</td> <td></td> <td>\$ 94.25</td> <td>\$ 246.43</td> <td>\$ 196.42</td> <td colspan="2">\$ 667.10</td> </tr> <tr> <td colspan="2">48. Client Code</td> <td colspan="2">49. Resp.</td> <td colspan="2">50. Service Line</td> <td colspan="2">51. STOB</td> <td colspan="2">52. Project</td> <td colspan="2">45. Supplier Code</td> <td colspan="2">Amount</td> </tr> <tr> <td colspan="2">120</td> <td colspan="2">0794A</td> <td colspan="2">52000</td> <td colspan="2">5702</td> <td colspan="2">0700000</td> <td colspan="2">NR</td> <td colspan="2">\$ 667.10</td> </tr> <tr> <td colspan="2">120</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">120</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">120</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="12">Less Travel Advance</td> <td></td> </tr> <tr> <td colspan="12">120</td> <td></td> </tr> <tr> <td colspan="12"></td> <td>54.</td> </tr> <tr> <td colspan="12"></td> <td>\$ 667.10</td> </tr> <tr> <td colspan="8">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.</td> <td colspan="2">Print Name</td> <td colspan="2">Date Signed</td> </tr> <tr> <td colspan="8">56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</td> <td colspan="2">Print Name</td> <td colspan="2">Date Signed</td> </tr> <tr> <td colspan="8">57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.</td> <td colspan="2">Print Name</td> <td colspan="2">Date Signed</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	Costs	Claim	Cost	Costs	Cost	Cost	Describe	2019		Vic/Pr.George (WJ)	1400	2359		0.00	65.00	F-BL	30.50	134.56				07/08		PG/FF/LB/BLake	0600	2359		0.00		F-LD	22.75	111.87				07/09		PG/Vic (WJ)	0600	2300		0.00	65.00	F-L	41.00					07/10														PCARD												TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total								\$ 0.00	\$ 130.00		\$ 94.25	\$ 246.43	\$ 196.42	\$ 667.10		48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		120		0794A		52000		5702		0700000		NR		\$ 667.10		120														120														120														Less Travel Advance													120																									54.													\$ 667.10	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	
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	Costs	Claim	Cost	Costs	Cost	Cost	Describe																																																																																																																																																																																																																																																																																								
2019		Vic/Pr.George (WJ)	1400	2359		0.00	65.00	F-BL	30.50	134.56																																																																																																																																																																																																																																																																																											
07/08		PG/FF/LB/BLake	0600	2359		0.00		F-LD	22.75	111.87																																																																																																																																																																																																																																																																																											
07/09		PG/Vic (WJ)	0600	2300		0.00	65.00	F-L	41.00																																																																																																																																																																																																																																																																																												
07/10																																																																																																																																																																																																																																																																																																					
PCARD																																																																																																																																																																																																																																																																																																					
TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total																																																																																																																																																																																																																																																																																									
						\$ 0.00	\$ 130.00		\$ 94.25	\$ 246.43	\$ 196.42	\$ 667.10																																																																																																																																																																																																																																																																																									
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount																																																																																																																																																																																																																																																																																									
120		0794A		52000		5702		0700000		NR		\$ 667.10																																																																																																																																																																																																																																																																																									
120																																																																																																																																																																																																																																																																																																					
120																																																																																																																																																																																																																																																																																																					
120																																																																																																																																																																																																																																																																																																					
Less Travel Advance																																																																																																																																																																																																																																																																																																					
120																																																																																																																																																																																																																																																																																																					
												54.																																																																																																																																																																																																																																																																																									
												\$ 667.10																																																																																																																																																																																																																																																																																									
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) E131556 for Sam, Anne-Marie

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/16 12:33:03	Roberts, Connie NR Connie.Roberts@gov.bc.ca	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca	Saved	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2019/07/16 12:33:11	Roberts, Connie NR Connie.Roberts@gov.bc.ca	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca	Notified	Sam, Anne-Marie AnneMarie.Sam@gov.bc.ca
2019/07/16 13:21:14	Sam, Anne-Marie NR AnneMarie.Sam@gov.bc.ca		Recommended	Dick, Jolleen Jolleen.Dick@gov.bc.ca
2019/07/16 13:24:54	Dick, Jolleen NR Jolleen.Dick@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E131556 for Sam, Anne-Marie

1 note(s) returned.

Created On	Author	Note
2019/07/16 12:33:03	Roberts, Connie NR Connie.Roberts@gov.bc.ca	Jul8: taxi fr. Leg/Vic Airport; Vic/Van (WJ-Pcard); Van/PG (WJ-Pcard); pu rntl car; overnight Jul9: rntl car to Fort Fraser; FN mtg w/ Min; travel to Burns Lake; mtg w/ Min; travel to Lake Babine; mtg w/ Min; travel to Brns Lake; mtg; overnight Jul10: hotel to BrnsLake Arprt; Heli Charter to Cheslatta; Community Event w/ Min; Hel Charter to BrnsLake Arprt; return rntal (\$121.92); PG/Van/Vic (WJ-Pcard); luggage \$31.50; gas for rental \$43.00; taxi fr. Vic arprt/home (\$65)

Production *** Copyright © Government of British Columbia

TAXI TO CATCH FLIGHT

BLUEBIRDS CABS #266
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/07/08 ✓
TIME 5853 13:35:44
RECEIPT NUMBER
C85001548-001-091-006-0

PURCHASE
TOTAL

\$65.00 ✓

MasterCard
A0000000041010
E45C94AE90EA2598
0000008000-E800
A39E613648353C2B

APPROVED

AUTH# 163544 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

NR

CSA APPROVED HOTEL AND RATE

Ms Ann Marie Sam ✓
PO Box 2202
Fort St. James BC V0J 1P0
CANADA

Invoice

Invoice date 7/9/2019
Invoice number NR
Our reference
GST Number

Guest	Ms Ann Marie Sam	Arrival	7/8/2019	Departure	7/9/2019	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
7/8/2019	Room Charge	1	116.00			✓	116.00
7/8/2019	GST Taxes	1	5.80				5.80
7/8/2019	Hotel Room Tax 8%	1	9.28				9.28
7/8/2019	Municipal Room Tax 3%	1	3.48				3.48

7/9/2019	MC ***NR	Auth: 144519	✓	Total invoice	134.56
					-134.56
				Total Paid	✓ -134.56
				Total Due	✓ 0.00

Total GST 5.80

NR

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 _____

Please complete the online TripAdvisor survey at www.tripadvisor.ca and you will be entered to win a \$ 100.00 gift certificate.

NR

NR

Room NR
Invoice #
Cashier cc
Page: 1 of 1
Printed: 7/10/19 09:37:57
Acct. Filter: All Transactions
PO #
Arrival 7/ 9/2019
Departure 7/10/2019

Sam Ann-Marie ✓
323-501 Belleville
Victoria BC CA
V8V1X4

Guests in room: Sam Ann-Marie

Date	Transaction	Description	Subtotal	Tax/Fees	Total
7/09/19	Accommodation		✓ 99.00	12.87	111.87
7/10/19	Master Card		-111.87	0.00	✓ -111.87
				Total:	✓ 0.00

NR

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/07/10
TIME 7904 09:37:58
RECEIPT NUMBER
C84086629-001-001-478-0

PRE-AUTH COMPLETION
TOTAL

\$111.87

MasterCard
A0000000041010

NR

APPROVED

AUTH# 204620 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Signature: _____

This bill is not waived and
liable in the event that
any or association fails to
se charges. Interest will
balances.

Taxes and Fees

Accommodation Tax	7.92
G.S.T	4.95

NR

BUDGETCSA APPROVED CAR RENTAL
COMPANY AND RATE

RENTAL AGREEMENT NUMBER NR

YOUR INFORMATION

Customer Name: SAM , ANN
 Budget Customer Discount: BC PROVINCIAL GOVERNMENT ✓
 Method of Payment: MASTER XNR

Frequent Traveler Number: NR

YOUR RENTAL

Pickup Date/Time: JUL 08,2019@6:55PM
 Pickup Location: 4141 AIRPORT ROAD
 PRINCE GEORGE AIRPORT
 PRINCE GEORGE,BC,V2N 4M6,CA

YOUR VEHICLE CHARGES**MIN 1 DAY**

RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES
KMs:	Hourly: 100	144 KM @ .10 = 14.40
HRLY: 33.83	Daily: 200	2 Ad'l Day @ 45.10 = 90.20
DAILY: ✓ 45.10	Weekly: 1400	Time and Kilometres: 104.60
AD DY: 0.00		
WKLY: 268.37		
MNTLY: .00		

Agreed upon upgrade at 4.12 /Day

TAXABLE FEES

*FTP Sur 5.25 Maxe	+	1.50
Subtotal Charges:		106.10
PST 7.000%	+	7.43

NON TAXABLE ITEMS

GST TAX 5.00 %	+	5.23
PASSENGER VEHICLE RENTAL TAX	+	3.16
Your Total Charges Paid: ✓		121.92
Prepayment	+	0.00

NET CHARGES: CAD 121.92 ✓
 Your Total Due: 0.00

Fuel service: .1652 /MI 1.999 /Gal

RECEIPT**YOUR VEHICLE INFORMATION**

Budget Car Number: 35532943
 Plate Number: BC NR
 Total Driven: 544 KM
 Odometer In: 34790 KM
 Veh Grp Charged: Intermediate ✓
 Veh Grp Rented: Intermediate
 Veh Description: GRY TOYOTA COROLLA
 Fuel Reading: Out 8/8| In 8/8

Return Date/Time: JUL 10,2019@7:08PM
 Return Location: 4141 AIRPORT ROAD
 PRINCE GEORGE AIRPORT
 PRINCE GEORGE,BC,V2N 4M6,CA

YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:

Optional Services Total Non Taxable:

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----

Thank you for renting with Budget.

If you have questions regarding this rental, call us at 250-563-9669.

Your vehicle was rented to you by 02431 . Your vehicle was checked in by 05325 .

PETRO-CANADA
2945 HWY 16 E
PRINCE GEORGE
BC V2K 5C4

GST: Pending (250) 963-7621
PST: 10135508
✓ 2019-07-10 PC0962951:7782701 17:58
TERMINAL: 017782757 OPER: A
PAYPOINT: 017782701

FUEL	(L)	(\$/L)	(\$)
Pump 7			
Regular	32.353	1.329	43.00*
Total Owed			43.00

TOTAL PAID
CREDIT CARD \$ 43.00 ✓

*TAXES INCL. #TAXES EXCL.
GST TOTAL \$ 2.05

MASTERCARD *****NR C
INV. 009025 AUTH. 205810
Purchase
C 0010010010 00 027

MasterCard
AID: A0000000041010
0000008000
F800

VERIFIED BY PIN

-- IMPORTANT --
Retain This Copy For Your Records
CUSTOMER COPY

PETRO-POINTS

BA **ANCE BEFORE**
CHASE 186140

Thank you for being
a Loyal Petro-Points
& MORE Rewards
Member!

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

SAM/ANN MARIE MS ✓
NOT VALID FOR
**TRANSPORTATION*

YXS YVR-WS YVRYJ-WS
01 FIRST BAG FEE

CAD 30.00
XG 1.50
NA
NA
CAD 31.50 ✓

PASSENGER RECEIPT 1

10JUL19 21000416

YXS 4SN /PRINCE GEORGE BC

PSGR TICKET NR

30.00

FP IKXXXXXXXXXXXXNR 212415

0 838 2603706988 0

1
REFUNDABLE ONLY WITH
CA RELATED FLIGHT CPN
RETAIN THIS RECEIPT
6 THROUGHOUT YOUR
JOURNEY

AUGBMW/

FOR CONDITIONS OF
CONTRACT - SEE
PASSENGER TICKET AND
BAGGAGE CHECK

NOT VALID FOR TRAVEL

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400Z5

**** PURCHASE ****
07-10-2019 ✓ 23:33:23
Acct # *****NR C
Exp Date **/** Card Type MC
Name: ANN MARIE SAM
A0000000041010 MasterCard

Operator: 136
Trace # 7459
Inv. # 136
Auth # 023323 RRN 001291605

Total \$65.00 ✓

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

eTicket Receipt

Prepared For
SAM/ANN MARIE MS

RESERVATION CODE	NR
ISSUE DATE	26Jun19
TICKET NUMBER	NR
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
08Jul19	WESTJET WS 3356 Operated by: WESTJET ENCORE	VICTORIA BC, CANADA Time 15:40	VANCOUVER BC, CANADA Time 16:12 Terminal MAIN TERMINAL	Class ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis SAND0FHS Not Valid After 08JUL20

Allowances

Baggage Allowance

YYJ to YVR - 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

YYJ to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR
Fare Calculation Line	YYJ WS YVR227.00CAD227.00END
Fare	CAD 227.00

	CHARGES)
	CAD 12.31 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.75 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 274.18

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.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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](#)

eTicket Receipt

Prepared For
SAM/ANN MARIE MS

RESERVATION CODE	NR
ISSUE DATE	25Jun19
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
08Jul19	WESTJET WS 3297	VANCOUVER BC, CANADA	PRINCE GEORGE BC, CANADA	Class ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis SAND0EHS Not Valid Before 08JUL19 Not Valid After 08JUL19
	Operated by: WESTJET ENCORE	Time 17:35 Terminal MAIN TERMINAL	Time 18:53	

Allowances

Baggage Allowance

YVR to YXS - 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

YVR to YXS - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXXXX NR
Fare Calculation Line	YVR WS YXS309.00CAD309.00END
Fare	CAD 309.00

	CHARGES)
	CAD 16.41 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 349.78

Other Charges

SEAT ASSIGNMENT # 8381504047030 (YVR-YXS / QTY 1)	CAD 11.00
Taxes	CAD 0.55
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR
Total	CAD 11.55
Total Fare and Other Charges	CAD 361.33

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.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

eTicket Receipt

Prepared For
SAM/ANN MARIE MS

RESERVATION CODE	NR
ISSUE DATE	19Jun19
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
10Jul19	WESTJET WS 3298	PRINCE GEORGE BC, CANADA	VANCOUVER BC, CANADA	Class ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis SANF5EHS Not Valid Before 10JUL19 Not Valid After 10JUL19
	Operated by: WESTJET ENCORE	Time 19:30	Time 20:50 Terminal MAIN TERMINAL	
10Jul19	WESTJET WS 3185	VANCOUVER BC, CANADA	VICTORIA BC, CANADA	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis SANF5EHS Not Valid Before 10JUL19 Not Valid After 10JUL19
	Operated by: WESTJET ENCORE	Time 22:00 Terminal MAIN TERMINAL	Time 22:35	

Allowances

Baggage Allowance

YXS to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 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

YXS to YVR , YVR to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

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

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX NR
Fare Calculation Line	YXS WS X/YVR WS YYJ308.00CAD308.00END
Fare	CAD 308.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.36 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 369.73

Other Charges

SEAT ASSIGNMENT # 8381504013795 (YXS-YVR / QTY 1)	CAD 11.00
Taxes	CAD 0.55
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX NR
Total	CAD 11.55
Total Fare and Other Charges	CAD 381.28

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.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey.



Where ideas work

Ministry of Finance and Supported Entities

Reimbursement Claim (for non-payroll related expenses)

AB20EXEPAL16

REM SAM 20190711

PAYEE NAME: ANN MARIE SAM SUPPLIER #: NR SITE:

CHEQUE MAILING

ADDRESS: PO BOX 9051, STN PROV GOVT

DESCRIPTION OF PURCHASE:

phone charger

DATE OF PURCHASE:

20-JUN-2019 (DD-MMM-YYYY)

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT
44.79	39.99	12%	120	0794A	52000	-----6501 6325	0700000
44.79	TOTAL						

EXPENSE AUTHORITY (EA) INFORMATION

WHITNEY MORRISON

EA PRINTED NAME

BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

s.22

EA SIGNATURE (if a non-Oracle user)

SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR)

ANN MARIE SAM

QR PRINTED NAME

The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

CONNIE ROBERTS 778-974-6014

ACCOUNTS DATE STAMP

BEST BUY #10

Thousands of Possibilities, Get Yours

3450 Uptown Boulevard, Saanich
Store Phone #: 250-419-7670
Geek Squad Precinct #: 250-419-6020
Geek Squad Toll Free: 1-800-GEEKSQUAD

Keep your receipt



Val #: 0825-5664-4474-2308

0010 004 4020 06/20/19 20:36 XP3P

SALES

10392638 MD819AM/A 39.99
APPLE LGT-USB 2M

SUBTOTAL	39.99
GST CA	2.00
PST BC	2.80
TOTAL	44.79

Transaction Record SALE
xxxxxxxxxxxxNR C MASTERCARD 44.79
Approved 233617
TERM: 0010004E
SEQ NO: 001001001809
ACI/ISO 001/00
6/20/2019 20:36:17
AID: A0000000041010
APN: MasterCard
TVR 0000008000
TSI E800
NO SIGNATURE REQUIRED

GST Reg.# R135664738

Shop BestBuy.ca and reserve
for FREE pick up in-store!

YOUR CUSTOMER SERVICE 4-PART-KEY IS:
0010 004 4020 062019

WIN A \$1000 BEST BUY GIFT CARD!
TAKE OUR SHORT 5 MINUTE SURVEY IN THE
NEXT 30 DAYS AND BE ENTERED TO WIN.
To enter and for full contest rules,
go to www.bestbuycanadacares.ca and
use the following codes:

Group A: 200044
Group B: 1020
Group C: 0061943PXP00

Total Store Stock Items: 1



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132458

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 McNish, James			Employee ID NR			Phone Number NR						
Client Organization Jobs, Trade and Technology			Job Title Ministerial Assistant			Travel Group Code 3						
5. Date Completed 2020/01/09		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information						
Type of Travel In Province		14. Reason for Travel Travel with Minister				Headquarters Minister's Office						
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4												
16. Travel Dates 2019 07/05	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Vic-Van (Ferry)	Start 0700	End 1300	Km	Cost 0.00		Costs 92.80	Claim F-BD	Cost 22.75		Cost	Describe
	*See notes for return trip											
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 92.80		38. \$ 22.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 115.55		
48. Client Code 125 125 125 125	49. Resp. 51000	50. Service Line 08001		51. STOB -5705 5701		52. Project 5111111		45. Supplier Code NR		Amount \$ 115.55		
Less Travel Advance 125												
										54. \$ 115.55		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed				

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

AUDITED BY PL JAN 20-20

Audit Trail for Travel Voucher (Restricted Use) E132458 for McNish, James

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 09:32:25	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 09:32:34	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:51:22	McNish, James NR James.McNish@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/15 12:05:25	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E132458 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 09:32:25	Walters, Hailey NR Hailey.Walters@gov.bc.ca	07/05: Victoria-Vancouver (via. ferry). Claim Lunch. Personal ride home

Production *** Copyright © Government of British Columbia

July 5th

Swartz Bay
To
Tsawwassen



LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2019/07/05
BOOKING-NR
REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	17.00
20	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Surcharg	1.10

Total	92.80
-------	-------

Prepayment	17.00
------------	-------

Master Card	
*****NR	75.80

AUTH 102321 66277641 0010012300 S

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
------------	------

CARDHOLDER COPY

SWB 05 Jul 2019 07:23:21



1005027 726307

104218

SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132457

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 McNish, James			Employee ID NR			Phone Number NR		
Client Organization Jobs, Trade and Technology			Job Title Ministerial Assistant			Travel Group Code 3		
5. Date Completed 2020/01/08		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Travel with MBR				Headquarters Minister's Office		
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4								
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals
	Destination	Start	End	Km	Cost	Claim	Cost	22. Lodging Costs
2019								
07/09	Vic-Vancouver (HA)	0630	2359		0.00	F-	51.50	235.01
07/10	Vancouver	0630	2359		0.00	F-	51.50	235.01
07/11	Vancouver	0730	2359		0.00	F-	51.50	32.28
07/12	Van-Vic (HA)	0700	1030		0.00	F-LD	22.75	
TURBOBUCKS								
				36.	37.			38.
				\$ 0.00	\$ 0.00			\$ 177.25
								39.
								\$ 502.30
								40.
								\$ 119.95
TOTALS OF COLUMNS								Claim Total
								\$ 799.50
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount
125	51000	08001		-5705	5111111	NR		\$ 799.50
125				5701				
125								
125								
Less Travel Advance								
125								
								54.
								\$ 799.50
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) E132457 for McNish, James

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/08 16:12:26	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/08 16:12:31	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:18:23	McNish, James NR James.McNish@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/15 12:06:17	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E132457 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/08 16:12:26	Walters, Hailey NR Hailey.Walters@gov.bc.ca	07/09: Vic-Van via HA (paid via turbobucks). Claim FD per diem. Overnight accommodation. TAXI: Home-HA Vic. 07/10: In Vancouver. Claim FD per diem. Overnight accommodation. TAXI: Hotel-Meeting. TAXI: Meeting-Meeting. TAXI: Meeting-Meeting. 07/11: In Vancouver. Claim FD per diem. Private accommodation claimed. TAXI: Hotel- Skytrain. Skytrain: to meeting. TAXI: Event-Private Accom. 07/12: Claim Breakfast. HA flight Van-Vic (paid turbobucks). TAXI: Private accomm-HA Van.

Production *** Copyright © Government of British Columbia

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD ***** NR
CARD TYPE MASTERCARD
DATE 2019/07/09 ✓
TIME 0986 08:36:23
CLERK ID 1
INVOICE # 850051
RECEIPT NUMBER
C85038974-001-131-006-0

PURCHASE
AMOUNT \$8.65 ✓

s.22

Mastercard
000000041010
B34F460383EC16D8
0000008000-E800
EFF3E97311E4CA17

APPROVED

AUTH# 113623 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

NR

s.22

*DUPL

VANCO
790
VANCO

*DUPL

CARD NR
CARD TYPE
DATE 2019/07/10 ✓
TIME 0816 10:32:25
CLERK ID 7
INVOICE # 44
RECEIPT NUMBER
C85053863-001-957-003-0
PURCHASE
AMOUNT \$12.65 ✓
s.22

HA-VIC-VN 07/10
VAN-VIC 07/10

Mastercard
00000000041010
385BCB76D4495
0000008000-E800
AABAFE026FEFA532

29.75+29.25+12.65=\$71.65

APPROVED

AUTH# 133225 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

July 10-11

**BLACK TOP & CHECKER
CABS**

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

Transaction 10103682

Total **CA\$29.75** ✓

s.22

MastercardNR
on: BT93
2019 8:22:36AM ✓
s.22 | Method: EMV ✓
Mastercard XXXXXXXXXXNR ✓
JAMES. MCNISH
919100273239
Auth #: 112236
MID: *****3884
AID: A0000000041010
AthNtwkNm: MASTERCARD
PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

JUL 10-29.75+ 29.25=
\$59.00

BONNY'S TAXI B 05
5525 IMPERIAL ST
BURNABY BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/07/10 ✓
TIME 3251 09:40:40
CLERK ID 01
RECEIPT NUMBER
C85010952-001-130-002-0

PURCHASE
AMOUNT \$29.25 ✓
s.22

Mastercard
A0000000041010
DD949B0021D84581
0000008000-E800
4CB033F44FE8E9A3

APPROVED

AUTH# 124040 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
Stadium Stn
TVM04112
Thu 11 Jul 19 06:58AM ✓

Payment Type: MASTER CARD
Purchase: DayPass
Product Price: \$ 10.50 ✓

Compass Ticket #: *****NR
Credit Card #: *****NR
Auth #: 095807 ✓
Ref #: TUVUUVU49DDPH
Receipt #: 35820

Card Entry: Chip
AID: A0000000041010
TVR: 8000003000
ISI: F800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

JULY 11-8.05+6.15+10.50=\$24.70

July 11 - 12

Hotel to Skytrain

BLACKTOP & CHECKER
CABS#352
777 PACIFIC ST
VANCOUVER BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/07/11 ✓
TIME 4382 06:56:39
CLERK ID 1
RECEIPT NUMBER
C85042635-001-396-001-0

PURCHASE
AMOUNT \$8.04 ✓
s.22

Mastercard
A0000000041010
1375C7353140C701
0000008000-E800
C32B9B5D5F838D78

APPROVED

AUTH# 095639 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

NR

s.22

BLACK TOP & CHECKER
CABS

777 PACIFIC STREET
VANCOUVER, BC V6Z 2R7
604.813201
https://www.btccabs.ca

Transaction 22302724

Total ✓ CA\$6.15
s.22

CREDIT CARD SALE s.22
MASTERCARD NR
Location: BT348

✓ 1-Jul-2019 8:01:13PM
s.22 | Method: EMV
Mastercard XXXXXXXXXXXXNR
JAMES. MCNISH
Ref #: 919300276016
Auth #: 230113
MID: *****3884
AID: A0000000041010
AthNtwkNm: MASTERCARD
PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

JULY 11 - 8.05+6.15=14.20

Commercial to Harbour Ave
Dishe

YELLOW CAB #324
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/07/12 ✓
TIME 0493 07:51:24
CLERK ID 1
RECEIPT NUMBER
C85060439-001-290-002-0

PURCHASE
AMOUNT \$14.75 ✓
s.22

Mastercard
A0000000041010
07ADB0D8A3BFBF75
0000008000-E800
B8C16DE037F73CCE

APPROVED

AUTH# 105124 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CSA APPROVED HOTEL
AND RATE

116

01-08-20

James McNish ✓
501 Belleville St. ✓
Victoria BC V8W 9E2
Canada

Folio No. : NR
 A/R Number :
 Group Code :
 Company : **Provincial Govenment**
 Membership No. :
 Invoice No. :

Room No. : NR
 Arrival : **07-09-19**
 Departure : **07-11-19**
 Conf. No. : NR
 Rate Code : **IP2KO**
 Page No. : **1 of 1**

Date	Description	Charges	Credits
07-09-19	*Accommodation ✓	200.00	
07-09-19	Destination Marketing Fee	2.59	
07-09-19	Room PST #1013-5064	16.21	
07-09-19	Room NR	10.13	
07-09-19	MRDT	6.08	
07-10-19	*Accommodation ✓	200.00	
07-10-19	Destination Marketing Fee	2.59	
07-10-19	Room PST #1013-5064	16.21	
07-10-19	Room NR	10.13	
07-10-19	MRDT	6.08	
07-11-19	MasterCard XXXXXXXXXXXX NR ✓		470.02
Total ✓		470.02	470.02
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.

470.02 ÷ 2 = 235.01 /
 NIGHT ✓

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: July 3, 2019 11:03 AM
To: Walters, Hailey JTT:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



- 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.

Please Note: Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

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 Mcnish

Booking NR	
Tuesday, July 9, 2019	Invoice NR
Flight #2020	Air Transportation Charges
07:30 Victoria Harbour / Map	Sked 200/300 : (Pk) GO Flex \$198.07
08:05 Vancouver Harbour / Map	Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$10.42
James McNish, Male		
<u>Add to Calendar</u>	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.

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: July 11, 2019 10:34 AM
To: Walters, Hailey JTT:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



- 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.

Please Note: Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

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 McNish

Booking NR	
Friday, July 12, 2019	Invoice NR
Flight #2090	Air Transportation Charges
10:30 Vancouver Harbour / Map	Sked 200/300 : (St) GO Flex \$188.54
11:05 Victoria Harbour / Map	Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
James McNish, Male		
<u>Add to Calendar</u>	Billing	\$199.05
	Taxes	\$9.95
	Grand Total	\$209.00

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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132459

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 McNish, James				Employee ID NR		Phone Number NR	
Client Organization Jobs, Trade and Technology				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2020/01/09		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Travel with Minister				Headquarters Minister's Office	
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4							
16. Travel Dates 2019 07/23	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination Vic-Nan-Vic	Start 0630	End 1900	Km 240	Cost 132.00		Claim F-
							Cost 51.50
							Lodging Costs
							Cost 35.12
							Describe Car Rental
TOTALS OF COLUMNS				36. \$ 132.00	37. \$ 0.00	38. \$ 51.50	39. \$ 0.00
						40. \$ 35.12	Claim Total \$ 218.62
48. Client Code 125 125 125 125	49. Resp. 51000	50. Service Line 08001	51. STOB 5705 5702	52. Project 5111111	45. Supplier Code NR	Amount \$ 218.62	
Less Travel Advance 125							
							54. \$ 218.62
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
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.							Date Signed

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

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

AUDITED BY PL JAN 20-20

Audit Trail for Travel Voucher (Restricted Use) E132459 for McNish, James

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 09:41:13	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 09:41:20	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:51:09	McNish, James NR James.McNish@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/15 12:05:16	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E132459 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 09:41:13	Walters, Hailey NR Hailey.Walters@gov.bc.ca	07/23: Vic-Nanaimo (via. Personal car). Tour Nanaimo with MBR. Claim FD meals. Travel Nanaimo-Victoria (via. personal car). KMS: Home-Nanaimo-Home.

Production *** Copyright © Government of British Columbia

*DROVE PERSONAL CAR TO AND FROM NANAIMO
RENTED CAR WHILE TOURING WITH THE
MINISTER IN NANAIMO DID NOT USE PERSONAL
VEHICLE FOR THE TOUR



CSA APPROVED

Rental Location
NANAIMO DWTN
1602 NORTHFIELD RD
NANAIMO

BC V9S 3A7

Return Location
NANAIMO DWTN

Vehicle # YYJA1587
Model ELANTRA
Class Driven ICAR
Class Charge CCAR
License# NR
State/Province BRITISH COLUMBIA
M/Kms Driven 11
M/Kms Out 27874
M/Kms In 27885

Rate Info

RA # NR

23-JUL-2019 07:58 AM

Phone (250)7583509

23-JUL-2019 05:10 PM

Bill Ref# NR

Renter Name JAMES MCNISH

VICTORIA

BC V8B 1S7

PROVINCIAL GOVERNMENT OF BC
Contract ID

Charges

No

Unit

Price/Unit

Amount

TIME & DISTANCE

1

Days

29.95

29.95 *

FREE MILES/KM - TIME & DISTANCE

200

M/Kms

0.00 *

CDW / LDW

1

Days

0.00 *

PROV VEHICLE RENTAL TAX \$1.50/DAY

1

Days

1.50

1.50 *

VEH LICENSE RECOVERY 1.80/DAY

1

Days

0.00 *

PROVINCIAL SALES TAX @7.000 %

29.95

2.10

GOODS AND SERVICES TAX @5.000 %

31.45

1.57

Total Charges

CAD 35.12

Payments

Master Card

NR

AUTH:

013600

23-JUL-2019

35.12

Payment

-35.12

Master Card

NR

AUTH:

033904

23-JUL-2019

300.00

Customer Service Number 1-800-468-3334

*DROVE PERSONAL CAR TO AND FROM
NANAIMO

RENTED CAR WHILE TOURING WITH THE
MINISTER IN NANAIMO DID NOT USE
PERSONAL VEHICLE FOR THE TOUR

Amount Due

CAD 0.00



Control No.

E131615

Name	Employee ID	Phone Number
Cooling, Karen	NR	(250) 953-0920
Client Organization	Job Title	Travel Group Code
Labour	Ministerial Assistant	3

5. Date Completed 2019/07/30	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meetings/Conference		Headquarters Victoria

12. Mailing Address for Cheque

P.O. Box 9064 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		
	Destination	Start	End	Km	Cost		Claim	Cost		Cost		Describe
2019												
07/17	Nanai-Van(Ferry)	0600	2000	137	75.35	93.05	F-	51.50	s.22	269.08	42.50	Parking
07/18	Van	0700	1800		0.00		F-	51.50	269.08		42.50	Parking
07/19	Van-Nanai(ferry)	0700	1800	108	59.40	93.05	F-	51.50			19.00	Parking
07/22	Nan-Minpls(AC)	0700	2200	13	** 7.15		F-	** 51.50	** s.22	191.22		
07/23	Minneapolis	0700	1800		0.00		F-	** 51.50	** 191.22			
07/24	Minpls-Van(AC)	0700	2300		0.00		F-	** 51.50	** 303.45			
07/25	Van-Nan(AC)	0700	1200	13	** 7.15		F-LD	** 22.75			** 33.00	Parking
** See attached for US trip												

TOTALS OF COLUMNS

48.	49.	50.	51.	52.	45.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code
127	51608	52080	5702	5155555	NR
127	51608	52080	5706	5155555	
127					
127					

Less Travel Advance	
---------------------	--

127					
-----	--	--	--	--	--

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

Date	Meals	Accommodation	Misc	Line Totals	Exchange Rate	
Page 2 Minneapolis (USD)						
22-Jul		\$51.50	\$191.22	\$0.00		
23-Jul		\$51.50	\$191.22			
24-Jul		\$51.50	\$0.00			
		\$0.00				
Total (US)		\$154.50	\$382.44	\$0.00	\$536.94	\$0.00 Balanced(should show \$0.00)
Total CDN		\$202.75	\$501.88	\$0.00	\$704.63	1.3123 \$0.00 Balanced (should show \$0.00)
Total Page CDN		\$202.75	\$501.88	\$0.00	\$704.63	Bring to top of Page 3
No travel						
			\$0.00			
			\$0.00			
Total ()		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Balanced (should show \$0.00)
Total CDN		\$0.00	\$0.00	\$0.00	\$0.00	0 \$0.00 Balanced (should show \$0.00)
Total Page CDN		\$202.75	\$501.88	\$0.00	\$704.63	Bring to top of Page 4
No travel Blank						
Total USD		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Balanced (should show \$0.00)
Total CDN		\$0.00	\$0.00	\$0.00	\$0.00	0 \$0.00 Balanced (should show \$0.00)
Total Page CDN		\$202.75	\$501.88	\$0.00	\$704.63	Bring to top of Page 1
Page 1 Canada (CDN)						
22-Jul			\$7.15 KMS			
23-Jul			\$0.00	\$0.00		
24-Jul			\$303.45	\$0.00		
25-Jul	\$22.75		\$33.00 Parking			Left Blank for purchases processed in CDN
25-Jul			\$7.15 KMS			Left Blank for purchases processed in CDN
						Left Blank for purchases processed in CDN
Total CDN	\$22.75	\$303.45	\$47.30	\$373.50		\$0.00 Balanced (should show \$0.00)
Claim Total CDN		\$225.50	\$805.33	\$47.30	\$1,078.13	

Audit Trail for Travel Voucher (Restricted Use) E131615 for Cooling, Karen

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/30 12:08:50	Hontiveros, Jenelyn NR Jenelyn.Hontiveros@gov.bc.ca	Cooling, Karen Karen.Cooling@gov.bc.ca	Saved	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/07/30 12:09:13	Hontiveros, Jenelyn NR Jenelyn.Hontiveros@gov.bc.ca	Cooling, Karen Karen.Cooling@gov.bc.ca	Notified	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/07/30 13:00:17	Cooling, Karen NR Karen.Cooling@gov.bc.ca		Approved	Bains, Harry Harry.Bains@gov.bc.ca
2019/08/28 14:29:00	Bains, Harry NR Harry.Bains@gov.bc.ca		Approved	Cooling, Karen Karen.Cooling@gov.bc.ca
2019/09/03 10:00:11	Cooling, Karen NR Karen.Cooling@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E131615 for Cooling, Karen

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

TRAVEL AUTHORIZATION

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

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

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Labour

EMPLOYEE NAME

Karen Cooling

POSITION

Ministerial Assistant

BRANCH / LOCATION / REGION

Minister's Office, Legislative Assembly

DATE DEPARTING

YYYY / MM / DD

2019/07/21

DATE RETURNING

YYYY / MM / DD

2019/07/24

NO. OF WORKDAYS AWAY

5

ESTIMATED OVERTIME CLAIM

HOURS

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

☐ N / A, OR:

DESTINATIONS

Minneapolis, Minnesota

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

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

Attend and staff the Minister of Labour at the 18th International Civil and Human Rights Conference

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2019/09/04

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

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2019/07/03

ESTIMATED COSTS (IN CAN. \$)

Transportation 300.00

Meals 155

Lodging 650

Overtime _____

Fees _____

Other _____

SUB TOTAL 3805.00

Less Costs paid by others _____

TOTAL COSTS 3805.00

Reset Form

Nanaimo (Duke Pt)
To
Tsawwassen



LANE 15

RECEIPT - PLEASE RETAIN

PURCHASE 2019/07/17 ✓

BOOKING-NR

REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1✓	Adult	17.20
	Fuel Surcharg	1.10
1	Port Fee Adul	0.25

Total 93.05 ✓

Prepayment 17.00

Master Card

*****NR 76.05

AUTH 050606 66279120 0010016250 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

DUK 17 Jul 2019 06:57:30



1002039 401802

SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Nanaimo (Duke Pt)



LANE 30

RECEIPT - PLEASE RETAIN

PURCHASE 2019/07/19 ✓

BOOKING-NR

REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Surcharg	1.10
1	Port Fee Adul	0.25

Total 93.05 ✓

Prepayment 17.00

Master Card

*****NR 76.05

AUTH 076089 66277657 0010011040 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 19 Jul 2019 18:32:44



1007094 697788

SEE REVERSE SIDE OF TICKET

Canada Place Parkade

999 Canada Place

Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	07/19/2019 ✓
	08:16
Exited:	07/19/2019
	14:48
Ticket Number:	32830
Transaction Number:	71818
Rate:	A
Parking Fee:	\$19.00 ✓

Total Fee:	\$19.00
Fee Paid:	\$19.00 ✓
Master	
XXXXXXXXXXXXNR	
Approval Number:	098514

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

CSA APPROVED HOTEL AND RATE

Ms Karen Cooling
 0 PO Box 9064 Stn Prov Govt
 0
 Victoria BC V8W 9E2

Invoice

Invoice date 7/19/2019
 Invoice number NR
 Our reference
 GST Number

Guest **Ms Karen Cooling** Arrival **7/17/2019** Departure **7/19/2019** Room NR

Date	Description	Quantity	Unit Price	Total (CAD)
7/17/2019	Room Charge	1	229.00	229.00
7/17/2019	DMF @1.293% Plus Taxes	1	2.96	2.96
7/17/2019	Federal Tax GST	2	0.00	11.60
7/17/2019	Provincial Room Tax	2	0.00	18.56
7/17/2019	Municipal Room Tax	2	0.00	6.96
7/17/2019	Overnight Valet Parking	1	33.45	33.45
7/17/2019	Parking Tax @ 24%	1	8.03	8.03
7/17/2019	GST Parking	1	2.07	2.07
7/18/2019	s.22			

7/18/2019

7/18/2019

7/18/2019	Room Charge	1	229.00	Room \$269.08 with taxes per night	229.00
7/18/2019	DMF @1.293% Plus Taxes	1	2.96		2.96
7/18/2019	Federal Tax GST	2	0.00		11.60
7/18/2019	Provincial Room Tax	2	0.00		18.56
7/18/2019	Municipal Room Tax	2	0.00		6.96
7/18/2019	Overnight Valet Parking	1	33.45	Regular parking \$ 42.50	33.45
7/18/2019	Parking Tax @ 24%	1	8.03		8.03
7/18/2019	GST Parking	1	2.07		2.07

Total invoice NR

7/19/2019 MC ****NR Auth: 050099

Claiming \$623.16

Subtotal NR

NR

Ms Karen Cooling
0 PO Box 9064 Stn Prov Govt
0
Victoria BC V8W 9E2

Invoice

Invoice date 7/19/2019
Invoice number NR
Our reference
GST Number

Date	Description	Quantity	Unit Price	Total (CAD)
Total Paid				\$ 623.16 NR
Total Due				0.00

Total GST 28.64
NR

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

Parking	24 hr security	
	Electric Vehicle Station	
	Electric Vehicle Station	\$40.48 per day
	Underground	
	Underground	\$40.48 per day
	Secure	
	Secure	\$40.48 per day

VALET WITH TAXES IS \$43.55
SELF PARK UNDERGROUND IS \$40.48 + 2.02 GST = \$42.50
on CSA site, checked travel claim E128830 Cooling, Karen
Parking is \$42.50 for self parking with taxes.

NR

NR

* NAME AND ADDRESS:

COOLING, KAREN ✓

XX

NR

Room: NR
Arrival Date: 7/22/2019 10:51:00 PM
Departure Date: 7/24/2019Adult/Child: ✓ 1/0
Room Rate: 169.00Rate Plan: USWS
NR
AL:
Car:

NR

Confirmation Number: NR

7/24/2019

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
7/22/2019	GUEST ROOM	AOSMAN	NR	✓ \$169.00		
7/22/2019	STATE OCCUPANCY	AOSMAN		\$11.62	\$ 191.22 US PER NIGHT	
	TAX 6.875%					
7/22/2019	CITY OCCUPANCY	AOSMAN		\$10.60		
	TAX 6.275%					
7/23/2019	GUEST ROOM	AOSMAN		✓ \$169.00		
7/23/2019	STATE OCCUPANCY	AOSMAN		\$11.62		
	TAX 6.875%					
7/23/2019	CITY OCCUPANCY	AOSMAN		\$10.60		
	TAX 6.275%					
7/24/2019	MC NR	CWILLIAMS			(\$382.44)	
		390				
	BALANCE			\$382.44 x 1.3123 US=\$501.88 CDN		✓ \$0.00

US dollar (USD)

US dollar (USD)			
Low [High]	2019-07-22	1.3103	CAD [0.7632 USD]
Average	2019-07-22 - 2019-07-23	1.3123	CAD [0.7621 USD]
High [Low]	2019-07-23	1.3142	CAD [0.7609 USD]

ACCOUNT NO.
MC *NRDATE OF CHARGE
7/24/2019FOLIO NO./CHECK NO
NRCARD MEMBER NAME
COOLING, KARENAUTHORIZATION
002869

INITIAL

ESTABLISHMENT NO. & LOCATION
NR

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT

-382.44

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

PAYMENT DUE UPON RECEIPT

NR

NR

Cooling , Ms. Karen

Confirmation Number: NR

Room Number:

Room Type: DQVN

No. of Guests: 1 ✓

Organization: Govt CDA - Provincial
BC Government Rate

Group:

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	PGH TAX ID
	07/24/2019	07/25/2019	GP9	829158542RT0001
Date	CODE	DESCRIPTION	COMMENT	AMOUNT (CAD)
07/24/2019 ✓	0010	Room Charge		259.00
07/24/2019	0195	Room GST		13.08
07/24/2019	0194	Provincial Room Tax		20.93
07/24/2019	0190	Municipal Room Tax		7.85
07/24/2019	0196	Destination Marketing Fee		2.59
07/25/2019	9105	Master Card *****NR		(303.45)
Sub-Total:				259.00
Total Tax:				44.45
Total Payments:				✓ (303.45)
Total Due:				✓ 0.00

SIGNATURE / _____

Date / _____

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.

PLACE FACE UP ON DASH
Nanaimo Airport

Expiration Date/Time

06:19 AM
JUL 25, 2019

Purchase Date/Time: 06:19am Jul 22, 2019

Total Due: \$33.00 Rate: Park for 3 Day
Total Paid: \$33.00 ✓ Pmt Type: CC (Swipe)

Ticket #: 00024344

S/N #: 520118190870

Setting: Lot 367

Mach Name: Lot 367 - 01

*****NR , MasterCard

Auth #: 05104

Parking 1-877-753-6789

Security 250-755-5791

RECEIPT

Nanaimo Airport

Expiration Date/Time: 06:19am Jul 25, 2019

Purchase Date/Time: 06:19am Jul 22, 2019

Total Due: \$33.00 Rate: Park for 3 Day
Total Paid: \$33.00 Pmt Type: CC (Swipe)

Ticket #: 00024344

Setting: Lot 367

Mach Name: Lot 367 - 01

*****NR , MasterCard

Auth #: 05104

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: ^{NR}

Name: Mrs Karen Cooling
E-mail: JACK.GARNIER@GOV.BC.CA
Payment: CCCAXXXXXXXXXXXXXNR
 CC CAXXXXXXXXXXXXX

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

Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8258	Nanaimo (YCD)	Vancouver (YVR)	DH4	Economy Latitude (B)	Confirmed
<i>Operated by:</i>	Mon 22-Jul 2019	Mon 22-Jul 2019			
<i>Air Canada Express-Jazz</i>	07:20	07:52 - TERMINAL M -MAIN			
Seat number(s) requested: NR					
AC114	Vancouver (YVR)	Toronto Pearson (YYZ)	321	Economy Latitude (B)	Confirmed
	Mon 22-Jul 2019	Mon 22-Jul 2019			
	11:30 - TERMINAL M -MAIN	19:00 - TERMINAL T1			
Seat number(s) requested: NR					

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7735	Toronto Pearson (YYZ)	Minneapolis (MSP)	E75	Economy Latitude (B)	Confirmed
<i>Operated by:</i>	Mon 22-Jul 2019	Mon 22-Jul 2019			
<i>Air Canada Express-Sky Regional</i>	20:40 - TERMINAL T1	21:47 - TERMINAL 1			
Seat number(s) requested: NR					
AC7736	Minneapolis (MSP)	Toronto Pearson (YYZ)	E75	Economy Latitude (B)	Confirmed
<i>Operated by:</i>	Wed 24-Jul 2019	Wed 24-Jul 2019			
<i>Air Canada Express-Sky Regional</i>	16:30 - TERMINAL 1	19:29 - TERMINAL T1			
Seat number(s) requested: NR					
AC129	Toronto Pearson (YYZ)	Vancouver (YVR)	321	Economy Latitude (B)	Confirmed
	Wed 24-Jul 2019 22:00 - TERMINAL T1	Wed 24-Jul 2019 23:59 - TERMINAL M -MAIN			
Seat number(s) requested: NR					
AC8259	Vancouver (YVR)	Nanaimo (YCD)	DH4	Economy Latitude (B)	Confirmed
<i>Operated by:</i>	Thu 25-Jul 2019	Thu 25-Jul 2019			
<i>Air Canada Express-Jazz</i>	10:05 - TERMINAL M -MAIN	10:34			
Seat number(s) requested: NR					

Passenger Information

Passenger: 1 **Mrs Karen Cooling**
Ticket number: NR

Purchase Summary

Passenger: 1 Ticket number NR

Date of issue 16-Jul 2019

Fare Amount in Canadian dollars: 3,386.90

(including *navigational & other charges*)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	12.11
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	21.81
Airport Improvement Fee - Canada (SQ)	5.00

Total Fare in Canadian dollars: 457.87A

Ticket particularities:

AC ONLY

*Fare calculation:

22JUL19YCD AC X/YVR Q36.95AC X/YTO AC MSP R1461.00AC X/YTO AC
X/YVR R1461.00AC YCD Q11.95R416.00CAD3386.90 END ROE1.00
PD12.10CA149.50XG1.04RC18.00SQ48.48US9.12XY7.52YC7.30AY5.16XA
PDXF5.89MSP4.50

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- 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, we won't be able to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.

Seat Assignment and Flight Confirmation

- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, to ensure a child is seated with a parent, guardian or tutor, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection.
- Flight schedules are subject to change. While we make every attempt to notify passengers of changes to the itinerary, it is imperative that you reconfirm your own flights prior to departure. It is strongly recommended that you provide us with an e-mail address for flight schedule change notification. You should monitor this e-mail for changes to your itinerary, both before departure and while at your destination.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

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