

BRITISH
COLUMBIAMinistry of
Finance

TRAVEL VOUCHER

PAGE 1 OF 1

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 - 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

2. CONTROL NO.

W TRA-LIE190711

3. CLIENT 027 MMHA	4. MIN. AB-BREV. 202003172021	5. DATE COMPLETED YYYY MM DD	6. FISCAL YEAR 04	7. SPECIAL CHEQUE ISSUE	8. CHEQUE STUB INFORMATION - MAXIMUM 10 SINGLE-SPACED LINES. 38 CHARACTERS PER LINE. ATTACH EXTRA PAGES IF REQUIRED
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9. EMPLOYEE I.D. s.22	10. EMPLOYEE SUPPLIER NO. NR	11. EMPLOYEE SURNAME LIENS	INITIALS RAYMOND	12. EMPLOYEE GROUP NO. (✓ one only) 1 2 3 4
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13. MAILING ADDRESS FOR CHEQUE N/A	14. POSTAL CODE
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15. REASON FOR TRAVEL Support minister at stakeholder mtgs/events	16. EMPLOYEE OCCUPATION Exec Assistant
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17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM	19. PERSONAL VEHICLE USE DISTANCE X KM RATE	20. BUS/TAXI/AIR/FERRY/COSTS	21. B/L/D ✓✓✓	22. MEALS/ALLOWANCE/PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) DESCRIPTION	26. TOTAL DAILY COSTS
2019	BROUGHT FORWARD FROM PREVIOUS PAGE								
06/01	NW - West. event (MM)								
06/01	0945 - NOON		10.00					Taxi	10.00
06/01	N - West. event M/N		12.00					Taxi	12.00
06/18	NW - Van		10.00					Taxi	10.00
06/26	0605 - NOON		10.00					Taxi	10.00
06/26	NW - North Van - NW		10.00					Taxi	10.00
07/11	0730 - 1030		5.85					Taxi	5.85
07/11	New West. event (MM)		s.22					Taxi	s.22
07/09	NW - Van - NW		50.00					Taxi	50.00
07/09	1300 - 1400							Taxi	
TOTALS OF COLUMNS			97.85					THIS TOTAL MUST EQUAL TOTAL IN BOX Y	97.85
			s.22					CLAIM TOTALS	97.85

43. PORTAL TO PORTAL DISTANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	45. TOTAL DISTANCE TO DATE
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46. EMPLOYEE SIGNATURE Yvette Marquis (on behalf of)	HEADQUARTERS (CITY NAME) New Westminster	WORK PHONE NO. 778-698-8143
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47. SUPPLIER CODE	48. CLIENT	49. RESP CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT
	employee no longer with Government: location, phone number, email of employee, unknown					97.85
	027 66 M 02 44 9 00 5 70				66 M H A 00	s.22
	027 66 M 02 44 9 00 5 73 5				66 M H A 00	s.22
THIS TOTAL MUST EQUAL TOTAL IN BOX X						s.22
LESS ADVANCE AMOUNT						s.22

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE. ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.	AMOUNT DUE TO EMPLOYEE
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55. EXPENSE AUTHORITY SIGNATURE - CERTIFIED CORRECT PURSUANT TO SECTION 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.	PRINT NAME Kelly Newnham	DATE SIGNED YYYY MM DD 2020 03 18
56. PROCESSING CLERK INITIAL CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT		

[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>BANK OF MONTREAL (MASTERCARD)</u>					* SUPPLIER # <u>NR</u>		* SITE <u>001</u>			
CONTRACT/PO # _____		INVOICE DATE <u>10-OCT-2019</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>TCARDRAYMONDLIENS</u>						
DATE INVOICE RECEIVED <u>10-OCT-2019</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D _____ <small>DD-MMM-YYYY</small>			RECEIPT # _____					
NAME &/OR ADDRESS OVERRIDE:					DESCRIPTION FOR CHEQUE STUB: Raymond Liens' - Ministers Offices BMO Corporate Travel card payment for card#NR					
DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small>		GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>			PAY ALONE? YES <input type="checkbox"/>					
OFA STOB & ASSET # (if applicable) : _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
959.65					027	66M02	44900	5735	66MHA0 0	
TOTAL										
* EXPENSE AUTHORITY (EA) INFORMATION: * <u>KELLY NEWHOOK</u> EA PRINTED NAME * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					* QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>SHEILA CLEAVER</u> 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: _____ _____										

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

From: Janke, Debra FIN:EX on behalf of FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
To: Marquis, Yvette MMHA:EX
Subject: RE: Raymond Liens
Date: March 19, 2020 8:25:00 AM

Thanks, Yvette.

Originals are no longer required to be sent to Finance. You keep the originals in the Ministers Office.

Debra

From: Marquis, Yvette MMHA:EX <Yvette.Marquis@gov.bc.ca>
Sent: March 18, 2020 2:08 PM
To: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Subject: Raymond Liens

Hi Debra,
I have scanned the Travel vouchers for Raymond Liens that I have filled out with the receipts that were left in an envelope when I arrived.
I do not know his supplier number or emp# so I'm hoping you can help with that.
I have filled out best I can and have had them signed off.
I have sent the originals by mail but in case you need them sooner here are the scanned copies.
Thank you.

From: [Marquis, Yvette MMHA:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: Receipts for Raymond Liens
Date: March 17, 2020 10:00:46 AM
Attachments: [image001.png](#)

I have that on my list for today! Do I just print off a manual form from the forms page?
We don't seem to have any of the original forms here.



Yvette Marquis
Administrative Coordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Direct: 778 698 8143
Main: 250 952 7623
Email: Yvette.Marquis@gov.bc.ca

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: March 17, 2020 9:24 AM
To: Marquis, Yvette MMHA:EX <Yvette.Marquis@gov.bc.ca>
Subject: FW: Receipts for Raymond Liens

Hi Yvette,

Have you had a chance to complete the manual travel voucher for Raymond Liens? We will need to release the receipts for Raymond when an FOI request comes in and to ensure the amount is against his supplier number for Public Accounts reporting.

Thanks, Yvette.

Debra

From: Janke, Debra FIN:EX
Sent: December 3, 2019 8:02 AM
To: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Subject: Receipts for Raymond Liens

Hi Sarah,

Please complete a manual Travel Voucher (link attached) for the receipts that you currently have for Raymond. The travel voucher will require Raymond's approval for Km and meal per diem claims.

http://www.fin.gov.bc.ca/gws/ocg/forms/files/FIN_010.pdf

Thanks.

From: [McKinstry, Cindy D FIN:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: Invoice coding sheet for Raymond Liens
Date: November 27, 2019 12:01:39 PM
Attachments: [image001.png](#)

Hi Debra,

We will need all the receipts as we will have to release them when a FOI request comes in. Also we need to ensure the amount is against his supplier number for Public Accounts reporting.

Thanks,
Cindy

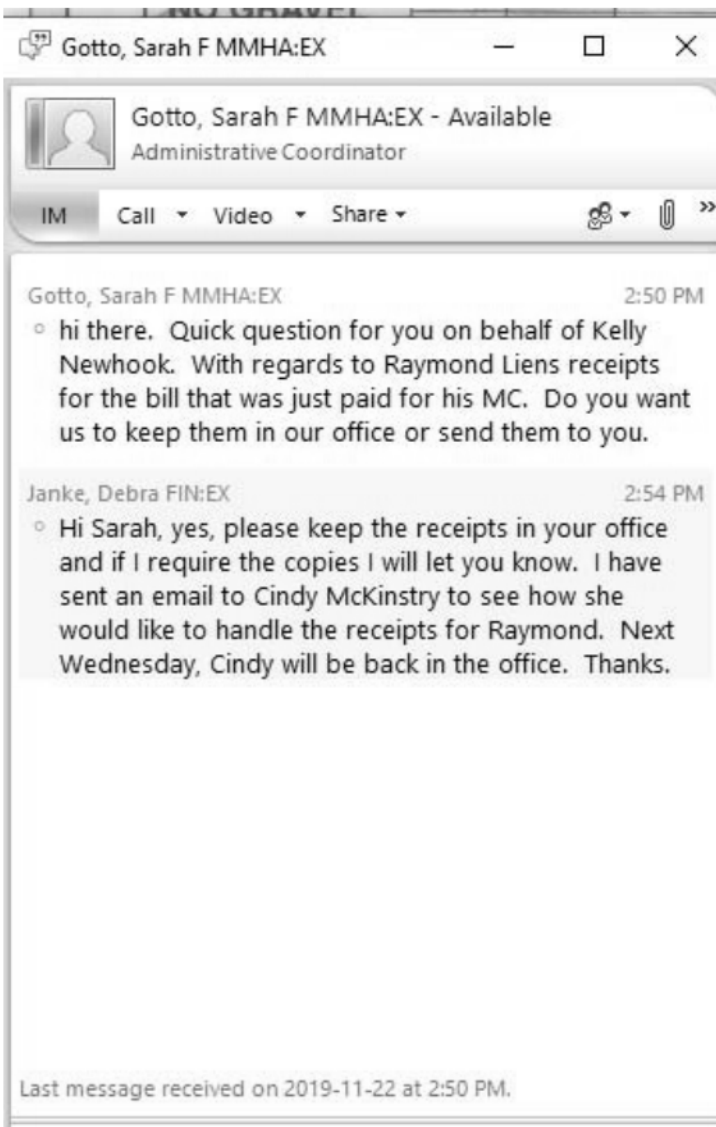
From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: Friday, November 22, 2019 2:57 PM
To: McKinstry, Cindy D FIN:EX <Cindy.McKinstry@gov.bc.ca>
Subject: FW: Invoice coding sheet for Raymond Liens

Hi Cindy,

Please see the IM message between myself and Sarah.

Thanks.

Debra



From: Janke, Debra FIN:EX
Sent: November 22, 2019 2:45 PM
To: McKinstry, Cindy D FIN:EX
Subject: FW: Invoice coding sheet for Raymond Liens

Hi Cindy,

Please see the email, below. How do you want to handle the receipts for Raymond? Should I contact the Senior MA and have the office submit the receipts so the amount is recorded and lessen the amount that Raymond owes?

Thanks.

Debra

From: Cleaver, Sheila C FIN:EX

Sent: November 22, 2019 2:21 PM
To: Janke, Debra FIN:EX
Subject: FW: Invoice coding sheet for Raymond Liens

Hi Debra,

I received a phone call today from Dara Landry who was speaking to the Sen MA from Min of MMHA and they have found some of Raymond's receipts.

Please see attached Invoice Coding sheet for \$959.65 that the Ministry paid to BMO on Raymond Liens' behalf.

As you mentioned, these receipts should be recorded somewhere to reduce the debt he owes.

Thank You.
Sheila

ROYAL CITY TAXI # 16
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/06/01 ✓
TIME 3498 09:44:14
CLERK ID 1041
RECEIPT NUMBER
C85054451-001-001-297-0

PURCHASE
TOTAL

\$10.00

Interac
A0000002771010
1EB2A232AC8B8F8E
8080008000-6800
D0636BD54443F129
8080008000-7800

APPROVED

AUTH# 350550
THANK YOU

00-001

CARDHOLDER COPY

GST#104643655
604*525*5616

ROYAL CITY TAXI # 77
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD June 4, 2019 NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
2019 06 01

PURCHASE
TOTAL

\$12.00

Interac
A0000002771010
8A193829E832F7A1
8080008000-6800
67775FE42FFA179A
8080008000-7800

APPROVED

AUTH# 303050
THANK YOU

00-001

CARDHOLDER COPY

ROYAL CITY TAXI LTD
DATE: 18-06-2019 ✓
TIME: 06:09
VEHICLE: 29
BADGE#: 29

JOB ID: 6533173
METER: 32405

NAME: RAYMOND
PICKUP (2945) 719 PRINCESS
STREET, NEW WESTMINSTER
DROPOFF
START: 06:04
END: 06:09

FARE(\$): 10.00

TOTAL(\$)**10.00**

436 ROUSSEAU ST. NEW WESTMINSTER
BC V3T 3R3

604-521-6666 GST #104643655 410
001

ROYAL CITY TAXI # 99
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/06/26 ✓
TIME 8694 07:28:35
CLERK ID 245
RECEIPT NUMBER
C85054762-001-001-831-0

PURCHASE
TOTAL

\$10.00

s.22

Interac
A0000002771010
608A26211759D0C2
8080008000-6800
88E1B449664AB8EB
8080008000-7800

APPROVED

AUTH# 269160 00-001
THANK YOU

CARDHOLDER COPY

GST#104643655
604*525*5616

ROYAL CITY TAXI # 98
436 ROUSSEAU ST
NEW WESTMINSTBC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/07/11 ✓
TIME 1782 10:44:46
CLERK ID 1257
RECEIPT NUMBER
C85054687-001-001-574-0

PURCHASE
AMOUNT

\$5.85

Interac
A0000002771010
1EDD93CBDF1BC59A
8080008000-6800
64C0611CE73A1663
8080008000-7800

APPROVED

AUTH# 386870 00-001
THANK YOU

CARDHOLDER COPY

GST#104643655
604.525.5616

DATE 2019/07/09 ✓
TIME 4696 13:03:42
CLERK ID 1
RECEIPT NUMBER
H85063466-001-025-206-0

PURCHASE
TOTAL

\$50.00

Interac
A0000002771010
3CC1642416F9D3F4
8080008000-

APPROVED

AUTH# 476230 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131352

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 Djonlic, Matt			Employee ID NR			Phone Number (778) 584-4398			
Client Organization Municipal Affairs and Housing			Job Title Executive Assistant			Travel Group Code 4			
5. Date Completed 2019/06/07		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel Out of Province		14. Reason for Travel Staffing MSR @ FCM Quebec Conference				Headquarters Coquitlam			
12. Mailing Address for Cheque 102 - 1108 Austin Ave. Coquitlam, BC V3K 3P5									
16. Travel Dates 2019 05/31 06/01 06/02	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost
	Coq-Van-Quebec (AC)	1230	2330	41	22.55	72.00 (parking)	51.50	267.85	356.51
	Quebec FCM	0800	1900		0.00		51.50	267.85	
	Quebec-Van-Coq (AC)	0900	1830	41	22.55		51.50	hotel & parking	
PCARD									
TOTALS OF COLUMNS				36. \$ 45.10	37. \$ 72.00	38. \$ 154.50	39. \$ 535.70	40. \$ 356.51 --\$ s.22	Claim Total --\$ s.22
48. Client Code 060 060 060 060	49. Resp. 51057	50. Service Line 54000	51. STOB -5701- 5705	52. Project 5100000	45. Supplier Code NR	Amount --\$ s.22 \$ 1163.81			
Less Travel Advance 060									
				AMOUNT DUE TO EMPLOYEE				54. \$ 1163.81 --\$ s.22	
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) E131352 for Djonlic, Matt

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/07 10:31:48	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Saved	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2019/06/07 10:32:12	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Notified	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2019/06/07 12:44:17	Djonlic, Matt NR Matt.Djonlic@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/06/07 12:57:16	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131352 for Djonlic, Matt

1 note(s) returned.

Created On	Author	Note
2019/06/07 10:31:48	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Out of Province 05/31 Coq-Van-Quebec: mileage + extended parking for AC flight, car rental for weekend, hotel, full day PD 06/01: Quebec FCM: hotel, full day PD 06/02 Quebec-Van-Coq: AC flight, mileage, full day PD.

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TRANSACTION RECORD

✓ JetSet YVR Parking

5911 North Service Road

Richmond, BC, V7B 0A4

TYPE: PURCHASE

ACCT: FLASH DEFAULT \$ 72.00

Card Type: Interac

CARD NUMBER: ✓ *****NR

DATE/TIME: ✓ 19/05/31 13:53:20

REFERENCE #: 662987700010012660 H

AUTHORIZATION #: 165320

Interac

A0000002771010

8000008000 2800

00/001 APPROVED - THANK YOU

NO SIGNATURE TRANSACTION

Important-retain this copy for your records

*** CUSTOMER COPY ***

Nom/Name: Matthew Djonlic

Tél/Phone:

Nom/Name: Matthew Djonlic

Compagnie/Company:

Groupe/Group: CUPE National

Arrivée/Arrival
31/05/2019

Départ/Departure
02/06/2019

Chambre/Room

NR

Folio 5167241

Transaction/Date	Description	Montant
31/05/2019	STATIONNEMENT AVEC VALET	
31/05/2019	Chambre / Room Charge	27.00
01/06/2019	STATIONNEMENT AVEC VALET	199.00
01/06/2019	Chambre / Room Charge	27.00
02/06/2019	Visa	199.00
	NR	-535.70
Total à payer incluant les taxes/Total to be paid including taxes:		0.00

Détail des taxes/Taxes details:

TXHE	13.94
TPS	23.30
TVQ	46.46
Total (Taxes)	\$83.70

TPS/GST #: NR

NR

Self parking is \$21.00 plus taxes

March 10, 2019 to June 30, 2019: The daily rate is charged a first time to cover the day of your arrival.

For the other days of your stay: From Sunday to Friday inclusively, your daily parking is valid until 5 pm. It is then charged again to cover the next 24 hours.

On Saturdays, your parking is valid until 2 pm. It is then charged again to cover the next 24 hours.

When you do the calculations, because June 01, was on a Saturday he would have been charge \$21.00 twice in 24 hrs for self parking. Valet parking was cheaper instead of paying \$42.00 he paid 27.00 as per hotel's website.

J'accepte de payer le montant total ci-dessus ainsi que toutes autres charges pouvant être portées à mon compte selon les conditions de la compagnie émettrice de la carte de crédit. De plus, je m'engage personnellement à défrayer les frais encourus soit en partie ou en entier à défaut de paiement complet par la compagnie, l'association ou son représentant désigné sera responsable des pertes ou des dommages causés aux locaux ou à leur contenu.

I agree to pay the total amount listed above and all other charges on my account according to the conditions of the credit card institution. I also agree to defray all the expenses incurred partly or entirely in the case of non-payment by the company, the association or the designated representative and I will be responsible for the losses and damages with the buildings or their contents.

Signature: _____



317 975 BOUL ROMEO VACHON N
DORVAL, QC H4Y 1H2
Federal GST# :889365821
Quebec Sales Tax (QST)# :1021523719

No Cntrat locatn :
#ref. fac. :
Date de facturation :
N° de cpte :

NR

02/06/2019

Facturé

MATTHEW DJONLIC
s.22

Infos sur la location

Date/H départ	Frais de départ	Date/H arrivée
05/31/2019 23:40	05/31/2019 23:45	06/02/2019 09:38

Locataire
DJONLIC, MATTHEW

Véhicules location

Coul	N° d'imt	mod	N°unt	Mi/km Loué	Ret
NOIR	NR	RSPT/QA	7S6LTB	800	1,087
JN1BJ1CR8KW328744					

Infos réclamation

N°réclam.raprt police/BR **Assuré**

Date de perte **Type de perte** **Veh.**

Atelier répar.

Détails factur.			
Description	OTY/Par	Tarif	Montant
TEMPS ET KILOMÉTRAGE	2 DAY	31.50 ✓	63.00
FRAIS D'ABANDON	1 RNT	125.00	125.00
OPT SERV CARBURANT	1 RNT	72.69	72.69
Sous-total			260.69
FRAIS D EMPLACEMENT CONSOLIDE / CFC	2 DAY	4.10	8.20
FRAIS RECUPERATION PNEU 2.98/JR	2 DAY	2.98	5.96
CHARGE D EMPLACEMENT PRIV. 16.28PCT	PCT	16.28	32.09
FRAIS D IMMATRIC. VEHICULE 1.57/JR	2 DAY	1.57	3.14
TAXE DE VENTE DU QC /QST	PCT	9.98	30.93
TAXE PROD ET SERV /GST	PCT	5.00	15.50
Frais Totaux (CAD)			356.51

Payments	
Payment	Visa
	-356.51
Total Payments (CAD)	-356.51 ✓

Somme due (CAD) ✓ **0.00**

Les frais tels que les tarifs de location, les frais de kilométrage, les taxes et majorations calculées selon un pourcentage établi qui feront l'objet d'un partage entre différentes parties pourront être arrondis au cent supérieur ou inférieur le plus près de façon à ce que le total des fractions concorde avec le total dû et/ou afin d'éviter les fractions de cent.

Pour les questions / la facturation / Conditions paiem

Tél.+1 5147353722
QCARADMIN@EHI.COM
Paiement dû ds les jours suivant la date facture.
Frais de retard de payment applicable.

Merci d'utiliser Enterprise

Remettre le détail du paiement

Remettre à
ENTERPRISE LOCATION D'AUTO
5830 COTE DE LIESSE STE 200
MONT-ROYAL, QC H4T 1B1

Somme due (CAD) 0.00

Payé par :
MATTHEW DJONLIC
s.22

N° de cpte	Accord de location	Montant	GPBR
NR		0.00	C7E1



Rental Agreement Summary ✓
RA#: NR
Renter: MATTHEW DJONLIC
Non-Loyalty

FEDERAL GOVERNMENT-CANADIAN

Dates & Times	Location
Friday, May 31, 2019 11:40 PM	MONTREAL TRUDEAU ARPT 975 ROMEO-VACHON BLVD N., #317 DORVAL, QC H4Y 1H1 (514) 631-4545 ✓
ONE WAY RENTAL	
Sunday, June 2, 2019 11:00 PM	QUEBEC INTL ARPT 507 RUE PRINCIPALE STE 118 QUEBEC, QC G2G 0L4 (418) 861-8820 ✓

Vehicle

Make/Model: NISN / 4DR ALL-WHEEL DRIVE

Color: BLACK ✓

Mileage: 800

Fuel: Full

License#: NR

Vehicle#: KW328744

Vehicle Condition:

No Damage Documented

Charges	Price/Unit	Renter
TIME & DISTANCE :	\$31.50/D*2 ✓	\$63.00
TIME & DISTANCE :	\$7.88/H	\$0.00
TIME & DISTANCE :	\$195.00/W	\$0.00
TIME & DISTANCE :	\$845.00/N	\$0.00
NO CHARGE DISTANCE :	\$0.00/M	\$0.00
FUEL SERVICE OPTION :	\$72.69/R*1	\$72.69
DROP FEE :	\$125.00/R*1	\$125.00
FRAIS RECUPERATION PNEU 2.98\$/JR :	\$2.98/D*2	\$5.96
FRAIS D'EMPLACEMENT CONSOLIDE / CFC :	\$4.10/D*2	\$8.20
CHARGE D'EMPLACEMENT PRIV. 16.28PCT (16.28%) :	16.28%	\$32.09
FRAIS D'IMMATRIC. VEHICULE 1.57\$/JR :	\$1.57/D*2	\$3.14
TAXE DE VENTE DU QC /QST (9.98%) :	9.98%	\$30.93
TAXE PROD ET SERV /GST (5%) :	5%	\$15.50
Total Estimated Charge:	✓	\$356.51

Deposits:

VISA *****NR \$418.86

Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all charges and fees listed on Summary of Charges

Electronically signed

Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.

(Additional driver names listed here if applicable)

Optional Protections

COLLISION DAMAGE WAIVER FULL	✓ declined	Friday, May 31, 2019
PERSONAL ACCIDENT INSURANCE/PERSONE	✓ declined	Friday, May 31, 2019
ROADSIDE ASSISTANCE PROTECTION	✓ declined	Friday, May 31, 2019

Owner: LOC. D'AUTOS ENTERPRISE TVQ1021523719
TPS889365821

Please keep this Rental Agreement Summary with you in the vehicle during the rental.

Local Addenda

**LIABILITY FOR LOSS BY ACCIDENT:
PRIORITY OF AUTOMOBILE INSURANCE
COVERAGE IS SUBJECT TO PROVINCIAL
LAW. IF APPLICABLE, OWNER'S
COVERAGE IS SUBJECT TO LIMITATIONS
AND RESTRICTIONS.**

**THE LESSEE OR THE SIGNATORY TO THIS
CONTRACT CERTIFIES THAT HE OR SHE
HOLDS A VALID DRIVER'S LICENCE FOR
THE OPERATION OF THE VEHICLE(S)
REFERRED TO IN THE CONTRACT,
AND AGREES TO ENSURE THAT ANY
PERSON WHO OPERATES THE VEHICLE(S)
IN QUESTION IS AUTHORIZED AS A
DRIVER BY THE LESSOR ACCORDING TO
THE CONTRACT AND HOLDS A VALID
DRIVER'S LICENCE OF THE PROPER
CLASS.**

**OPTIONAL PRODUCTS NOTICE:
OUR CONTRACT OFFERS, FOR AN
ADDITIONAL CHARGE, AS OPTIONAL
PRODUCTS: DAMAGE WAIVER,
PERSONAL ACCIDENT INSURANCE,
PERSONAL EFFECTS COVERAGE AND
ROADSIDE ASSISTANCE PROTECTION.
BEFORE DECIDING WHETHER TO
PURCHASE ANY OF THESE PRODUCTS,
YOU MAY WISH TO DETERMINE
WHETHER YOUR PERSONAL INSURANCE
OR CREDIT CARD PROVIDES YOU
COVERAGE DURING THE RENTAL**

PERIOD. THE PURCHASE OF ANY OF THESE OPTIONAL PRODUCTS IS NOT REQUIRED TO RENT VEHICLE.

**** TEXTING & CALLING. BY SIGNING THIS AGREEMENT, RENTER AGREES TO THE FOLLOWING TEXTING & CALLING TERMS, AND THEREBY PROVIDES EXPRESS CONSENT FOR OWNER OR OWNER'S REPRESENTATIVE TO CONTACT RENTER AT THE PHONE NUMBER(S) PROVIDED IN CONNECTION WITH THIS AGREEMENT TO DELIVER, OR CAUSE TO BE DELIVERED, INFORMATIONAL OR TRANSACTIONAL OUTREACH, INCLUDING CUSTOMER SURVEYS, VIA LIVE, PRERECORDED, OR AUTODIALED CALLS OR TEXTS. RENTER'S CONSENT TO RECEIVING THESE CALLS OR TEXTS IS NOT A CONDITION OF ANY PURCHASE OR RENTAL AGREEMENT. FOR QUESTIONS ABOUT PRIVACY, PLEASE SEE REVIEW OUR PRIVACY POLICY, AVAILABLE AT WWW.ENTERPRISE.COM****

**** COLLECTION AND USE OF VEHICLE DATA. OUR VEHICLES MAY BE EQUIPPED WITH TECHNOLOGY THAT COLLECTS AND TRANSMITS DATA FROM YOUR RENTAL VEHICLE. THIS MAY INCLUDE INFORMATION COLLECTED FROM EVENT DATA RECORDERS, GLOBAL POSITIONING DEVICES, ONSTAR® SYSTEMS, OR ANY OTHER SIMILAR TECHNOLOGY. WHEN INSTALLED AND WHERE PERMISSIBLE, THIS TECHNOLOGY WILL ENABLE US TO COLLECT AND USE INFORMATION SUCH AS: (1) LOCATION INFORMATION; (2) COLLISION INFORMATION; AND (3) VEHICLE OPERATION INFORMATION, SUCH AS OPERATIONAL CONDITION, MILEAGE, TIRE PRESSURE AND FUEL STATUS, AND OTHER DIAGNOSTIC AND PERFORMANCE INFORMATION. ONCE COLLECTED, THIS INFORMATION MAY BE COMBINED WITH INFORMATION YOU HAVE PROVIDED US AND USED TO GENERATE SAFETY, PERFORMANCE, AND OTHER SIMILAR INFORMATION SO THAT WE CAN DELIVER BETTER SERVICES. OUR USE OF INFORMATION COLLECTED FROM THE RENTAL VEHICLE MAY INCLUDE SHARING INFORMATION**

WITH THIRD PARTIES SUCH AS SERVICE PROVIDERS, PARTNERS, AND AS EXPLAINED IN OUR PRIVACY POLICY. OUR USE OF THE INFORMATION MAY ALSO INCLUDE STORAGE OF THIS INFORMATION AFTER THE EXPIRATION OF YOUR RENTAL AGREEMENT. YOU UNDERSTAND THAT RENTING THE VEHICLE DOES NOT PROHIBIT ENTERPRISE, AS VEHICLE OWNER, FROM OBTAINING AND USING DATA COLLECTED FROM THE VEHICLE. FOR A MORE COMPLETE DESCRIPTION OF OUR PRIVACY PRACTICES, PLEASE REVIEW OUR PRIVACY POLICY, AVAILABLE AT WWW.ENTERPRISE.COM**

ACKNOWLEDGEMENT OF LOCAL ADDENDUM

Electronically signed

 TERMS AND CONDITIONS

[Click to view Terms and Conditions](#)

FORM# C7MTRLHC-JK_UC19

ACKNOWLEDGEMENT OF THE ENTIRE AGREEMENT

I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS AGREEMENT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO MY CARD(S) THAT IS DISHONORED FOR ANY REASON. I CERTIFY THAT THE DRIVERS LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED. I FURTHER ACKNOWLEDGE AND CONSENT TO THE DISPUTE RESOLUTION PROVISIONS CONTAINED IN THIS AGREEMENT.

Electronically signed

NR

Terms and Conditions electronically accepted by the Renter
31/05/19 at 11:46 PM

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: Mr Matthew Djonlic
E-mail: CHRISTINE.WHITE@GOV.BC.CA
Payment: CCCAXXXXXXXXXXXXXNR

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
AC1992	Vancouver (YVR)	Montreal Trudeau (YUL)	763	Economy Flex (M)	Confirmed
<i>Operated by:</i>	Fri 31-May 2019	Fri 31-May 2019			
<i>Air Canada rouge</i>	15:15 - TERMINAL M -MAIN	22:55			
Seat number(s) requested:	NR				
AC8707	Quebec City (YQB)	Montreal Trudeau (YUL)	DH4	Economy Flex (H)	Confirmed
<i>Operated by:</i>	Sun 02-Jun 2019	Sun 02-Jun 2019			
<i>Air Canada Express-Jazz</i>	10:05	10:55			
Seat number(s) requested:	NR				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC1581	Montreal Trudeau (YUL)	Vancouver (YVR)	763	Economy Flex (H)	Confirmed
<i>Operated by:</i>	Sun 02-Jun 2019	Sun 02-Jun 2019			
<i>Air Canada rouge</i>	13:00	15:29 - TERMINAL M -MAIN			
Seat number(s) requested: NR					

Passenger Information

Passenger: 1 Mr Matthew Djonlic
Ticket number: NR

Purchase Summary

Passenger: 1 Ticket number NR

Date of issue	29-May 2019
Fare Amount in Canadian dollars: <i>(including <u>navigational & other charges</u>)</i>	1,689.00
Taxes, Fees & Charges	

Total Fare in :	No Additional collection
------------------------	--------------------------

Options

Name change fee in Canadian dollars	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	3.00

Ticket particularities:

NAMECHG
AC ONLY/NONREF/CHGE FEE
-BG:AC

**Fare calculation:*

31MAY19YVR AC X/YMQ Q23.00AC YQB R907.00AC X/YMQ AC YVR
Q23.00R736.00CAD1689.00 END ROE1.00 PD14.25CA55.00SQ87.91XG
3.49XQ

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131330

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 Tombs, Brenda				Employee ID NR		Phone Number (250) 356-7750	
Client Organization Social Development and Poverty Reduction				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2019/06/05		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel work				Headquarters Vancouver	
12. Mailing Address for Cheque 206-8183 121A St. Surrey, BC V3W 1S7							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		22. Lodging Costs
2019							
05/28	Van-Victoria (HJ)	0800	2359		0.00		151.13
05/29	Victoria	0600	2359		0.00		151.13
05/30	Victoria -Van(HJ)	0600	1900		0.00	✓ 7.60	
05/31	Whiterock	0930	1400	46	25.30	✓ 2.00	0.00
06/01	Vancouver	1300	1600	66	36.30		0.00
06/04	Richmond	1200	1600	50	27.50	✓ 8.00	0.00
05/17	New Westminster	1900	2100		0.00	5.80	0.00
*pcard							
TOTALS OF COLUMNS				36. \$ 89.10	37. \$ 23.40 \$ s.22	38. \$ 115.25	39. \$ 302.26
40. \$ 0.00	41. \$ 0.00		42. \$ 0.00		43. \$ 0.00		
44. Client Code				45. Resp.		46. Service Line	
031				46001		48000	
031				46001		48000	
031				46001		48000	
031				46001		48000	
47. STOB				48. Project		49. Supplier Code	
5711				4600000		NR	
5701				4600000		NR	
5702				4600000		NR	
50. Amount				51. Amount		52. Amount	
\$ 425.11				\$ s.22		\$ 104.90	
Less Travel Advance				53.		54.	
031						\$ 530.01	
						-\$ s.22	
45. Employee Signature (See Audit Trail)				Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							
56. Spending Authority Signature (See Audit Trail)				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) E131330 for Tombs, Brenda

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/05 14:10:26	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Squance, Leah Leah.Squance@gov.bc.ca
2019/06/05 14:12:27	Squance, Leah NR Leah.Squance@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131330 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

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Hi Pat,

I hope you're well. I have an expense claim coming your way soon for a trip I took to Victoria last week, and some mileage and parking charges from recently. Here's a bit of a breakdown:

May 17: \$4.55 parking charge for a CLBC theatre production I attended with Minister Simpson

May 28: No breakfast or lunch claimed as I ate breakfast at home and had lunch provided at a work event with the minister

May 29: No dinner claimed as the minister took the team out to eat

May 30: \$7.60 claim for taxi from Legislature to Helijet terminals.22

May 31: return trip mileage claimed for drive from my home in Surrey to Whiterock to staff the minister (plus \$2 for parking)

June 1: return trip mileage claimed for drive from s.22 downtown
Vancouver to staff the minister

June 4: return trip mileage claimed for drive from s.22 Richmond to
staff the minister

Receipts for the above, as well as hotel receipt and helijet confirmation (booked on the MO Mastercard, hence why I'm not claiming it here) are attached.

Let me know if you have any questions. Thanks!

Brenda

Brenda Tombs
Executive Assistant
Honourable Shane Simpson
Minister of Social Development and Poverty Reduction

NR

Room
Invoice #
Cashier
Page:
Printed:
Acct. Filter:
PO #
Arrival
Departure

NR

sl
1 of 1
5/30/2019 07:35:45
Accommodation
5/28/2019
5/30/2019

CSA APPROVED HOTEL AND RATE

Tombs Brenda ✓

s.22

Ministry Of Social Development

Guests in room: Tombs Brenda

Date	Transaction	Description	Subtotal	Tax/Fees	Total
5/28/2019	Accommodations	✓	129.00	22.13	151.13
5/29/2019	Accommodations	✓	129.00	22.13	151.13
5/30/2019	Master Card	Thank You	-302.26	0.00	-302.26
				Total:	0.00

NR

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 or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

DMF	2.58
GST	12.90
GST on DMF	0.12
Municipal Tax	7.82
Room Tax	20.84

Signature: _____

NR

Whiterock WorkBx event

s.22



PAY STATION # 019
PLEASE RETAIN TICKET
AS PROOF OF PAYMENT
(NOT REQUIRED TO BE
DISPLAYED ON DASH)

▼ PARKING TIME EXPIRES AT ▼

05/31 ✓

12:28pm

2019 Ticket 0021085/215
AMOUNT \$ 002.00 CC ✓
10:28am

Legislature to

BLUEBIRD CABS #81
2612 QUADRA ST
VICTORIA BC

CARD ***** NR
CARD TYPE MASTERCARD
DATE ✓ 2019/05/30
TIME 0338 16:56:16
RECEIPT NUMBER
C85003783-001-164-049-0

PURCHASE
AMOUNT ✓ \$7.60

s.22

Mastercard
A0000000041010
44986DA2B6C4F2AC
0000008000-E800
EEB4EEF149D8E94D

APPROVED

AUTH# 195616 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

ASPECT Summit

RECEIPT
IMPARK

Lot - 1838
Pacific Gateway Hotel
www.impark.com

s.22

Expiration Date/Time
01:46 PM
JUN 04, 2019

Purchase Date/Time: 11:46am Jun 04, 2019 ✓
Total Due: \$8.00 Rate: \$8.00 For 2 Hours
Total Paid: \$8.00 Pmt Type CC (Swipe)
Ticket #: 00002207
S/N #: 500012120001
Setting: 1838
Mach Name: Meter - 1

*****NR Visa ✓

Auth #: 016613

Thank You!
Please come again

Romance, Relationships
& Rights - CLBC
Performance

RECEIPT
IMPARK

Lot - 2298
Shops @ New West
www.impark.com

s.22

Expiration Date/Time
09:05 PM
MAY 17, 2019

Purchase Date/Time: 07:05pm May 17, 2019 ✓
Total Parking: \$4.57
Total Tax: \$1.23
Total Due: \$5.80 ✓ Rate: \$4.55 For 2 Hours
Total Paid: \$5.80 Pmt Type: CC (Swipe)
Ticket #: 00003374
S/N #: 500011430207
Setting: 2298
Mach Name: Meter - 5

*****NR Visa

Auth #: 087670

Thank You!
Please come again

From: [McKnight, Valerie SDPR:EX](#)
To: [Tombs, Brenda SDPR:EX](#)
Subject: FW: Thank you for choosing to take off with HeliJet!
Date: May 21, 2019 10:12:10 AM

From: Passenger Services
Sent: May 21, 2019 9:42 AM
To: McKnight, Valerie SDPR:EX ; McKnight, Valerie SDPR:EX
Subject: Thank you for choosing to take off with HeliJet!

HeliJet



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer # NR
Name Brenda Tombs

Booking NR

Tuesday, May 28, 2019

709

09:30 Vancouver Harbour (Downtown)

10:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

• Brenda Tombs, Female

[Add to Calendar](#)

Invoice #421639

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

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

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

Booking NR**Thursday, May 30, 2019**

Invoice #421640

728

FARE-YWH-OffPeak_Winter2019 \$238.09

17:30 Victoria Harbour (Downtown)

+ GST \$11.90

18:05 Vancouver Harbour (Downtown)

Billing \$238.09

35 minutes

Taxes \$11.90

Grand Total **\$249.99****Confirmed****1 Passengers - Off-Peak**

. Brenda Tombs, Female

[Add to Calendar](#)

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354**Payment:**

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131424

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 Tombs, Brenda				Employee ID NR		Phone Number (250) 356-7750				
Client Organization Social Development and Poverty Reduction				Job Title Executive Assistant		Travel Group Code 3				
5. Date Completed 2019/06/20		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel work				Headquarters Vancouver				
12. Mailing Address for Cheque 206-8183 121A St. Surrey, BC V3W 1S7										
16. Travel Dates 2019 06/11	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Vancouver	Start 0900	End 1800	Km 90	Cost 49.50	Costs 23.00	Claim F-BD	Cost 22.75	Cost	Describe
TOTALS OF COLUMNS				36. \$ 49.50	37. \$ 23.00		38. \$ 22.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 95.25
48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000		51. STOB 5711 5702		52. Project 4600000		45. Supplier Code NR		Amount \$ 95.25
Less Travel Advance 031										
									54. \$ 95.25	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed		

Audit Trail for Travel Voucher (Restricted Use) E131424 for Tombs, Brenda

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/20 12:44:32	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/06/20 16:46:04	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131424 for Tombs, Brenda

0 note(s) returned.

Created On	Author	Note

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June 11

- Home s.22 to Vancouver Harbour Helijet Terminal to pick up our new Senior Ministerial Assistant: 33kms
- Helijet terminal to Marpole Neighbourhood House for an announcement with the Minister: 11km
- Marpole Neighbourhood House to Vancouver Cabinet office at Canada Place for meeting with the Minister: 10km
- Vancouver Cabinet office to home: 36km
- Total kms claimed: 90
- Parking at Canada Place: \$23.00 (receipt attached)

I also claimed lunch for the day. Please let me know if you have any more questions. Also, I've copied our new Senior Ministerial Assistant Alissa Brandt and our new Administrative Coordinator Kirsten Detlefsen on this note, for your information. Thank you!

Brenda

Brenda Tombs
Executive Assistant
Honourable Shane Simpson
Minister of Social Development and Poverty Reduction

CANADA PLACE

RECEIPT

TRAN	IN TIME	OUT TIME	FEE	CC#
------	---------	----------	-----	-----

968	06/11 13:40	06/11 16:35	\$23.00	
-----	-------------	-------------	---------	--

NR



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131525

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 Hannah, Jeff				Employee ID NR		Phone Number NR																																																																																				
Client Organization Tourism, Arts and Culture				Job Title Executive Assistant		Travel Group Code 3																																																																																				
5. Date Completed 2019/07/09			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information																																																																																		
Type of Travel In Province			14. Reason for Travel Ministerial Staffing			Headquarters Maple Ridge																																																																																				
12. Mailing Address for Cheque																																																																																										
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/22</td> <td>Osoyoos</td> <td>1500</td> <td>2000</td> <td>365</td> <td>200.75</td> <td></td> <td>F-BL</td> <td>30.50</td> <td>171.35</td> <td></td> <td></td> </tr> <tr> <td>06/23</td> <td>Osoyoos</td> <td>0900</td> <td>2000</td> <td>230</td> <td>126.50</td> <td></td> <td>F-</td> <td>51.50</td> <td>171.35</td> <td></td> <td></td> </tr> <tr> <td>06/24</td> <td>Osoyoos</td> <td>0900</td> <td>1200</td> <td></td> <td>0.00</td> <td></td> <td>F-LD</td> <td>22.75</td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/25</td> <td>Maple Ridge</td> <td>1700</td> <td>2230</td> <td>365</td> <td>200.75</td> <td></td> <td>F-BL</td> <td>30.50</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2019												06/22	Osoyoos	1500	2000	365	200.75		F-BL	30.50	171.35			06/23	Osoyoos	0900	2000	230	126.50		F-	51.50	171.35			06/24	Osoyoos	0900	1200		0.00		F-LD	22.75				06/25	Maple Ridge	1700	2230	365	200.75		F-BL	30.50			
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous																																																																															
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2019																																																																																										
06/22	Osoyoos	1500	2000	365	200.75		F-BL	30.50	171.35																																																																																	
06/23	Osoyoos	0900	2000	230	126.50		F-	51.50	171.35																																																																																	
06/24	Osoyoos	0900	1200		0.00		F-LD	22.75																																																																																		
06/25	Maple Ridge	1700	2230	365	200.75		F-BL	30.50																																																																																		
TOTALS OF COLUMNS					36. \$ 528.00	37. \$ 0.00		38. \$ 135.25	39. \$ 342.70	40. \$ 0.00	Claim Total \$ 1005.95																																																																															
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																																																																
126		-53184	54006		-5701	5188888		NR		\$ 1005.95																																																																																
126		51384			5702																																																																																					
126																																																																																										
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Less Travel Advance																																																																																										
126																																																																																										
										54. \$ 1005.95																																																																																
AMOUNT DUE TO EMPLOYEE																																																																																										
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																																																																																	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																																																																																	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed																																																																																	

Audit Trail for Travel Voucher (Restricted Use) E131525 for Hannah, Jeff

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/09 11:19:18	Dubuc, Rhiannon NR Rhiannon.Dubuc@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2019/07/09 11:21:56	Dubuc, Rhiannon NR Rhiannon.Dubuc@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Notified	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2019/07/09 11:55:52	Hannah, Jeff NR Jeff.Hannah@gov.bc.ca		Approved	Ranjan, Ramesh Ramesh.Ranjan@gov.bc.ca
2019/07/15 13:43:24	Ranjan, Ramesh NR Ramesh.Ranjan@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131525 for Hannah, Jeff

1 note(s) returned.

Created On	Author	Note
2019/07/09 11:19:18	Dubuc, Rhiannon NR Rhiannon.Dubuc@gov.bc.ca	Jeff traveled to Osoyoos in his personal car on Sunday he staffed the Minister and drove to and from Princeton for an event on Monday June 24th, he stayed a night & returned the following evening June 25th.

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Mr Jeffrey Hannah ✓
 0 Rm 151-501 Belleville St.
 0
 Victoria BC V8W9E2
 CANADA

Invoice

Invoice date 6/24/2019
 Invoice number NR
 Our reference
 HST Number

Guest	Mr Jeffrey Hannah	Arrival	6/22/2019	Departure	6/24/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (\$)			
6/22/2019	Room Charge	1	149.00	✓	149.00		
6/22/2019	GST Taxes	1	7.45		7.45		
6/22/2019	Provincial Tax	1	11.92		11.92		
6/22/2019	Hotel Tax	1	2.98		2.98		
6/23/2019	Room Charge	1	149.00	✓	149.00		
6/23/2019	GST Taxes	1	7.45		7.45		
6/23/2019	Provincial Tax	1	11.92		11.92		
6/23/2019	Hotel Tax	1	2.98		2.98		
Total invoice					✓	342.70	
6/24/2019	Visa ✓					-342.70	

Subtotal 342.70

~~Mr. Jeffrey Hannah~~
0 Rm 151-501 Belleville St.
0
Victoria BC V8W9E2
CANADA

Invoice

Invoice date 6/24/2019
Invoice number NR
Our reference
HST Number

Date	Description	Quantity	Unit Price	Total (\$)
Total Paid				-342.70
Total Due				0.00

Total HST

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

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

INVOICE #
NR

FORM USAGE

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

CHEQUE INFORMATION

Payee Name: LYNNE STONE Vendor #: NR Loc. Code:

Cheque Mailing Address: s.22

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
06/26/2019	INK CARTRIDGES	88.45
Cheque Total		88.45



Signature of Individual Receiving Reimbursement

2019/06/26

Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 034 Resp: 55001 Service Line: 60410 STOB: 6508 Project: 5500102



Expense Authority Signature

06/27/2019

Date

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

STAPLES Canada
Store # 130
Campbell River, BC V9W8C9
(250) 286-4390

Sale 00092 2 004 41057
0130 06/26/19 08:36

1783593
1 BROTHER LC203YS HY Y 21.49B
012502639046
1 BROTHER LC203MS HY M 21.49B
012502639039
1 BROTHER LC203BKS HY 35.99B
012502639015 78.97
Subtotal 5.53
PST 7.00% 3.95
GST 5.00% \$88.45
Total 88.45
MasterCard

TRANSACTION RECORD

*****NR
Mastercard C Purchase
Authorization Number R6921B
0010012020 41057 66278610
06/26/19 08:36:19
01/027 APPROVED - THANK YOU A0000000041010
MasterCard
0000008000 E800

Thank you for shopping at STAPLES!

Survey Access Code
01300626194105704

Tell us how we did today!
Staples listens and values your feedback.
Take our survey and be entered into a draw
to win a \$1,000 Staples shopping spree!
Visit <https://stapleslistens.ca>

GST No. 126152586
*** CARDHOLDER COPY ***



DATE INVOICE REC'D: 2019/06/28	INVOICE NUMBER: NR	INVOICE DATE 2019/06/26
SUPPLIER NUMBER: NR		
DATE GOODS/SERVICES REC'D 2019/06/26	GOODS /SERVICES REC'D SIGNATURE <i>SBC</i>	SPENDING AUTHORITY <i>WLF</i>
CODING: 034 55001 60410 6508 5500102		
AMOUNT: 88.45	TOTAL: 88.45	

WLF
Expense Authority Signature