



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131626

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 Wolfe, Seamus Client Organization Advanced Education, Skills and Training				Employee ID NR Job Title Executive Assistant				Phone Number (250) 356-0179 Travel Group Code 3			
5. Date Completed 2019/07/31			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel staffing Minister					Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled *PCard			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 * Vancouver (AC)		0910	1700		0.00	H-B		15.25		
	07/18 * Vancouver (HA)		0845	2359		0.00	F-B		41.00	291.73	
	08/07 * Tofino/Uclulete (PC)		0700	2359		0.00	F-		51.50	218.50	
	08/09 * PtAI/Nan/Van (HJ)		0700	2359		0.00	F-L		41.00		
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 68.25		38. \$ 148.75	39. \$ 510.23	40. \$ 0.00	Claim Total \$ 727.23
48. Client Code 019 019 019 019		49. Resp. 11001	50. Service Line 18000		51. STOB 5702	52. Project 1100000		45. Supplier Code NR		Amount \$ 727.23	
Less Travel Advance 019											
										54. \$ 727.23	
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) E131626 for Wolfe, Seamus

14 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/31 14:33:25	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/06 12:23:30	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/08 15:53:27	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/09 09:40:00	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/09 09:40:45	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/09 09:42:28	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/12 16:11:59	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/12 16:27:28	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/14 10:06:07	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/14 10:18:09	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/14 10:19:10	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Notified	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/14 12:51:10	Wolfe, Seamus NR Seamus.Wolfe@gov.bc.ca		Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2019/08/14 12:52:07	Wolfe, Seamus NR Seamus.Wolfe@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2019/08/14 12:53:43	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131626 for Wolfe, Seamus

3 note(s) returned.

Created On	Author	Note
2019/08/06 12:23:30	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	July 18, 2019 - YYJ airport shuttle (pd by personal cc) to Victoria airport Vic/Van (AC pd by p/c) - Sunshine cab to event (pd by m/c) - skytrain to DTVan (pd by cash) - s.22 s.22
2019/08/14 10:06:07	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	s.22 s.2 - made his own way back to Victoria. July 18, 2019 - Airport Shuttle to Victoria Airport (pd by m/c) Vic/Van (AC pd by p/c) - Sunshine Cab (pd by mc) to event - skytrain (pd by cash) back to DTVan s.22 s.22 s.22
2019/08/14 10:18:09	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Aug 7, 2019 - walk to Harbour Air Vic/Van (pd by p/c) - walk to meetings - personal ride to hotel - o/n (pd by m/c) Aug 8, 2019 - shuttle to airport Van/Tofino (pd by m/c) - share ride to meetings and tours - share ride to hotel - o/n (pd by m/c) Aug 9, 2019 - share ride to meetings and tours - share ride to Nanaimo Helijet Nan/Van (pd by p/c) - s.22 s.22

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Flesh, Cindy AEST:EX

From: Wolfe, Seamus AEST:EX
Sent: July 15, 2019 4:33 PM
To: Flesh, Cindy AEST:EX
Subject: FW: YYJ Airport Shuttle - Confirmation :NR

Below is a receipt for a shuttle to the airport on Thursday that I paid for instead of a cab.

Thanks!

Seamus Wolfe

Executive Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills and Training

T: 236-478-1326 // C: 250-208-4672

From: YYJ Airport Shuttle <reservations@yyjairportshuttle.com>

Sent: July 15, 2019 2:46 PM

To: Wolfe, Seamus AEST:EX <Seamus.Wolfe@gov.bc.ca>

Subject: YYJ Airport Shuttle - Confirmation :NR



Confirmation: _____

NR

Status: _____

Paid

Dear Seamus,

Thank you for booking with YYJ Airport Shuttle. Your reservation is confirmed! Please keep this receipt for your records. Don't forget to read some important information about your tour following below:

Please be ready at your pickup location at least 5 minutes before your scheduled pickup time.

[Print Tickets](#)

Subtotal:	\$20.95
Fuel Surcharge:	\$0.95
5% GST:	\$1.10
Total:	\$23.00

To make Cancellations/Amendments

Please contact The Wilson's Group Customer Experience Centre over the phone at 1-855-351-4995, (between 07:00-23:00 PST, daily), or email reservations@yyjairportshuttle.com, (between 07:00-19:00 PST, daily), for any amendment, cancellation, or questions.

Cancellation and Amendment Policy

The YYJ Airport Shuttle Cancellation and Amendment Policy varies based on whether the customer has purchased our YYJ Airport Shuttle Travel Protection or not. (Travel Protection is a YYJ Airport Shuttle booking service and is not to be confused with Travel Insurance).

With Travel Protection: Travel Protection on the YYJ Airport Shuttle gives the travelling customer protection against trip changes or cancellation. If Travel Protection is purchased, the customer will be able to change or cancel their booking at any time up until 1 hour prior to their scheduled time of departure, without being subject to any fees. Travel Protection also allows the customer to cancel their booking at any time, and receive a 100% refund. Please Note – Any Travel Protection Refund claims will only be honored up to 30 days after the scheduled travel date. The cost of Travel Protection is \$2.00+Tax per traveler, per booking. The fee for Travel Protection is 100% non-refundable and will not be refunded even if a full refund is given for travel or other products purchased.

Without Travel Protection: All tickets are non-refundable however tickets without Travel Protection can be changed free of charge due to changes in flight times.

If you have any questions regarding Travel Protection, or our Cancellation and Amendment Policy, please call our office at 1-855-351-4995

Scheduling & Missed Connection Disclaimer

YYJ Shuttle departs at the time scheduled and does not wait for missing passengers. If you miss your scheduled departure, please speak with our staff and switch to a subsequent departure.

Exception: Final scheduled departure leaving YYJ Airport nightly *may* wait approximately 30 minutes for late flights if there are a substantial number of reserved shuttle passengers whose flights were delayed.

Travel times are approximate and may vary based on weather and road conditions. Please plan accordingly and give yourself ample time to make your check-in time, connection or destination.



Reservations & Information

1-855-351-4995 (tel:1-855-351-4995)Home (<https://yyjairportshuttle.com/>)**IMPORTANT NOTICE:**

**Passengers travelling in a group of 3 or more recieve 20%
Off their booking. Please use promo code
Group3orOver at checkout.**

Your confirmation and itinerary

**Seamus, your booking is confirmed!**

(Confirmation: NR)

Thank you for choosing **YYJ Airport Shuttle** and we look forward to seeing you soon. Your booking details are shown below and an electronic copy has been sent to your supplied email address.

Item(s)

10:00 Arrival at YYJ Airport - M3

Jul 18 2019

1 (AD)

Pick Up: *Save on Foods Arena 09:25 - 09:35*

Stop is located on the sidewalk in front of the arena on Blanshard Street. Specifically at the stop zone with the white curb. Look for the YYJ Shuttle Pickup Location sign on the railing. (1901 Blanshard Street).

Drop off: *Airport - Victoria International (YYJ) at 10:00*

Drop off is located in front of the YYJ Departures terminal. Pickup is located in front of the YYJ Arrivals terminal.

\$20[Privacy - Terms](#)



NR

Booking Confirmation

Booking Reference: NR

Date of issue: 15 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, 201911:15
Victoria
Victoria Int. (YYJ), BC11:45
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8062

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

Passengers

Seamus Wolfe	Seats
Ticket Number	AC8062 NR
NR	



Purchase summary

MasterCard
*****NR
Amount paid: \$305.68
Tax information
GST no. 10009-2287 RT0001
\$14.56

1 adult



Base Fare	246.00
Surcharges	12.00



Goods and Services Tax - Canada no. 100092287 RT0001	14.01
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00
Total airfare and taxes before options	\$294¹³



Seamus Wolfe	
AC8062 NR	11.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.55
Total with options and seat selection fee:	\$305⁶⁸

GRAND TOTAL (Canadian dollars)	\$305⁶⁸
---------------------------------------	---------------------------

SUNSHINE CABS # 2
1465 RUPERT ST
NORTH VANCOUVER

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/07/18
TIME 3387 13:12:50
CLERK ID 8069
RECEIPT NUMBER
C85046743-001-725-002-0

PURCHASE
AMOUNT \$41.00
s.22

Mastercard
A0000000041010
DC76A88903C123A5
0000008000-E800
E8F628BBEDD0A99C

APPROVED

AUTH# 080397 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

* RECEIPT
* NOT VALID FOR TRAVEL

TransLink
999 EXPO SKYTRAIN
Display Index Not Found
(8)
TVM08122
Thu 18 Jul 19 05:25PM

Payment Type: DEBIT
Product Price: \$ 4.25

Compass Ticket #: *****NR
Debit Card #: *****
Auth #: 351009
Ref #: THVFBA4A77JX
Receipt #: 61934

Card Entry: Chip
AID: A00000002771010
TVR: 80000008000
ISL: 6800

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

Thank You!

You must tap in and out as required by TransLink's Transit Tariff.
Once tapped, this ticket is valid for 90 minutes for single fares, and until the end of service for DayPasses.

Tickets expire at the end of service on the day of purchase even if not tapped.

Use of this Compass ticket is deemed acceptance of the terms and conditions of TransLink's Transit Tariff and the Compass Ticket Terms and Conditions of Use, as amended from time to time. Contravention may result in confiscation of this ticket, prosecution, and/or other consequences. To view the full Compass Ticket Terms and Conditions of Use, the Transit Tariff and the Privacy Policy, visit www.translink.ca.
When a Concession Product is purchased, it may only be used by children 5-13 years, Youth 14-18 years possessing valid secondary school or government photo ID, Seniors 65 years or over with proof of age, or as otherwise permitted under the Transit Tariff. Proof of Concession fare eligibility, as stated in the Transit Tariff, and this Compass ticket must remain in the possession of the user at all times, and must be produced for inspection on request of any Transit Employee.

Compass Inquiries
604.398.2042 www.compasscard.ca

TransLink Customer Information
604.953.3333 www.translink.ca

NO REFUNDS OR REPLACEMENTS - NON TRANSFERABLE ONCE TAPPED

CX 17 10 Compass No: NR

Mr. Seamus Wolfe
s.22

Room No. : NR
Arrival : 08-07-19
Departure : 08-08-19
Page No. : 1 of 1
Folio No. : NR
Conf. No. :
Cashier No. : 3192

INFORMATION INVOICE

Membership No. : NR
A/R Number :
Group Code :
Company Name :

08-12-19 03:45:05 PM EST

Date	Text	Charges	Credits
08-07-19	Package Rate	249.00	
08-07-19	Room Tax 11%	27.39	
08-07-19	GST Tax 5%	12.45	
08-07-19	Destination Marketing Fee	2.89	
08-08-19	Mastercard		291.73
	XXXXXXXXXXXXNR XX/XX		
Total		291.73	291.73
Balance			0.00

NR

Thank You For Staying With Us

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

Guest Signature _____

NR

Not on CSA
Minister Approval Required

NR

Registration Card

NAME Seamus Wolfe

s.22

STREET

CITY Victoria PROVINCE BC
STATE

REPRESENTING

CAR LICENSE

MAKE OF CAR

SIGNATURE [Signature]

NOTICE TO GUESTS: This property is privately owned and the Management reserves the right to refuse service to anyone, and will not be responsible for accidents or injury to guests, or for loss of money, jewelry or valuables of any kind.

ADVANCE PAYMENT REQUESTED

WIFI → vacation 2018

NR

UNIT NO.

RATE \$ 190

DATE IN Aug. 8

DAYS OCCUPIED

Sunday				
Monday				
Tuesday				
Wednesday				
Thursday	✓			
Friday				
Saturday				

TOTAL DAYS \$ 1

2% HOTEL TAX \$ 3.80

GST \$ 9.50

PST \$ 15.20

AMT. PAID \$ 218.50

NR

SALE

MID: 8027138778

TID: 0089250008027138778000

REF#: 00000012

Batch #: 209

08/08/19

18:58:03

APPR CODE: 019479

Trace: 12

MASTERCARD

*****NR

Chip

/

AMOUNT \$218.50

APPROVED

Mastercard

AID: A0000000041010

TVR: 00 00 00 80 00

TSt: E8 00

THANK YOU / MERCI

CUSTOMER COPY

Excessive Room Rate

approved by Minister

Mulaned Mark

Flesh, Cindy AEST:EX

From: reservation@harbourair.com
Sent: August 6, 2019 1:19 PM
To: Flesh, Cindy AEST: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

Seamus Wolfe

Booking NR

Wednesday, August 7, 2019

Flight #2080

10:30 Victoria Harbour / Map

11:05 Vancouver Harbour / Map

Invoice NR

Air Transportation Charges

Sked 200/300 : (St) GO Flex

\$188.54

Taxes, Fees and Charges

35 minutes	Sked 200 : Carbon Offset	\$0.65
KK- Confirmed	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
Seamus Wolfe, Male		
Add to Calendar	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.



Reservation Confirmation
Your reservation is now confirmed

Reservation Number: NR

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
MARK, MELANIE	\$282.40	\$14.12	\$296.52	\$296.52	\$0.00

Additional Passengers

WOLFE, SEAMUS

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	NR	08 Aug 2019	12:00 - VANCOUVER - SOUTH	12:45 - TOFINO	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	MARK, MELANIE	AIF - YVR	\$5.00	\$0.25	\$5.25
1	MARK, MELANIE	BRAVO FARE	\$109.00	\$5.45	\$114.45
1	MARK, MELANIE	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	MARK, MELANIE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	MARK, MELANIE	Carbon Surcharge	\$5.20	\$0.26	\$5.46
1	WOLFE, SEAMUS	AIF - YVR	\$5.00	\$0.25	\$5.25
1	WOLFE, SEAMUS	BRAVO FARE	\$109.00	\$5.45	\$114.45
1	WOLFE, SEAMUS	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	WOLFE, SEAMUS	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	WOLFE, SEAMUS	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$282.40	\$14.12	\$296.52

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
12 July 2019	Cindy Flesh	\$296.52	MASTERCARD		3073890	160547

Tax Registration: 121386296 RT0001



Flesh, Cindy AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: July 12, 2019 2:27 PM
To: Flesh, Cindy AEST:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Melanie Mark
	Company	Ministry Of Advanced Education, Skills & Training

Booking **NR**

Friday, August 9, 2019

916

18:00 Nanaimo Harbour (Downtown)

**18:40 Vancouver Airport (YVR-
Richmond)**

40 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Invoice #438077

FARE-ZNA-Full_Summer \$132.38

+ GST \$6.62

Billing \$132.38

Taxes \$6.62

Grand Total \$139.00

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

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

one-way travel.

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

Booking **NR**

Friday, August 9, 2019

Invoice #438079

916

FARE-ZNA-Full_Summer \$132.38

18:00 Nanaimo Harbour (Downtown)

+ GST \$6.62

18:20 Vancouver Harbour (Downtown)

Billing \$132.38

20 minutes

Taxes \$6.62

Confirmed

Grand Total \$139.00

1 Passengers - Full-Fare

Seamus Wolfe, Male

[Add to Calendar](#)

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

AE20EXESLP22



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131627

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 Cardona, Diego				Employee ID NR				Phone Number (250) 356-0179																																																																																																																																																																																																																																																																																																			
Client Organization Advanced Education, Skills and Training				Job Title Executive Assistant				Travel Group Code 3																																																																																																																																																																																																																																																																																																			
5. Date Completed 2019/07/31			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																																																																																																																																																		
Type of Travel In Province			14. Reason for Travel staffing Minister						Headquarters Vancouver																																																																																																																																																																																																																																																																																																		
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt victoria, BC V8W 9E2																																																																																																																																																																																																																																																																																																											
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. 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Meals		22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2019												06/19	Vancouver	1015	1950		0.00	2.95		0.00				06/20	Vancouver	0730	1200		0.00	5.90		0.00				06/24	Vancouver	1400	1440		0.00			0.00		13.94	UPS store (scanning)	07/05	Vancouver	1630	2130	28	15.40			0.00				07/30	Vancouver	0830	1000	14	7.70			0.00				08/02	Vancouver	0815	1000	5	2.75			0.00				08/06	Vancouver	1130	1230	32	17.60			0.00		33.86	Harbour Air Courier	TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total							\$ 43.45	\$ 8.85	\$ 0.00	\$ 0.00	\$ 47.80	\$ 100.10			48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		019		11001		18000		6501		1100000		NR		019												019												019												Less Travel Advance												019												AMOUNT DUE TO EMPLOYEE										54.												\$ 100.10		45. 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FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2019Aug22
SLP

Audit Trail for Travel Voucher (Restricted Use) E131627 for Cardona, Diego

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/31 14:44:24	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/06 12:31:06	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/06 12:32:24	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/06 12:37:52	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/06 12:50:16	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/14 10:21:28	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Notified	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/08/14 11:15:27	Cardona, Diego NR Diego.Cardona@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2019/08/14 12:53:00	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131627 for Cardona, Diego

1 note(s) returned.

Created On	Author	Note
2019/08/06 12:50:16	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	June 19, 2019 missed claiming skytrain (2.75 pd by m/c) DTVan to home - see TV E13482 - not personal ride home June 20, 2019 skytrain to & from DTVan (5.90 pd by m/c) staffing Minister June 24, 2019 - UPS store - scanning - scanner at PVO not working July 5, 2019 - drive to & from event - staffing Minister July 30, 2019 - drive to & from event - staffing Minister Aug 2, 2019 - drive to & from event - staffing Minister Aug 6, 2019 - drive to Harbour Air & back - courier to MO (pd by m/c)

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* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVH01112
Wed 19 Jun 19 07:33PM

Payment Type: MASTER CARD
Purchase: 1 Zone Ticket
Product Price: \$ 2.95

Compass Ticket #: NR
**** * NR

Credit Card #: *****

Auth #: 223835
Ref #: TUH458474MGH
Receipt #: 96273

Card Entry: Chip
AID:A00000000041010
TVR:8000008000
ISI:1800

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

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
Joyce Stn
TVH09132
Thu 20 Jun 19 07:56AM

Payment Type: MASTER CARD
Purchase: 1 Zone Ticket
Product Price: \$ 2.95

Compass Ticket #: NR
**** * NR

Credit Card #: *****

Auth #: 105629
Ref #: TU23AC476BMD
Receipt #: 42910

Card Entry: Chip
AID:A00000000041010
TVR:8000008000
ISI:1800

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View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVH01122
Thu 20 Jun 19 11:47AM

Payment Type: MASTER CARD
Purchase: 1 Zone Ticket
Product Price: \$ 2.95

Compass Ticket #: NR
**** * NR

Credit Card #: *****

Auth #: 144710
Ref #: TUH462476R3K
Receipt #: 48276

Card Entry: Chip
AID:A00000000041010
TVR:8000008000
ISI:1800

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

Thank You!

THE UPS STORE #446
3345 KINGSWAY
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/06/24
TIME 8990 14:19:11
RECEIPT NUMBER
C84039131-001-001-528-0

PURCHASE
TOTAL

\$13.94

Mastercard
A0000000041010
7A1A12170A2EC3A1
0000008000-E800
C71784E3079672CA

APPROVED

AUTH# 171911 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

The UPS Store 

The UPS Store #446
3345 KINGSWAY
VANCOUVER, BC V5R 0A7
(604) 566-9105

Cashier: Dorothy
Invoice: 45493
06/24/2019 14:19

Product	Qty	Price	Disc	Total
EMAIL SERVICES	1	1.50	0.0%	1.50
SCANNING B/W LETTER 1-4 SHEETS	92	0.12	0.0%	11.04
		Sub Total		12.54
		GST		0.63
		British Columbia PST		0.77
		Total		13.94
		Master Card		13.94

GST/HST # HST# 871743571RT0001

Thank you for visiting our store,
we look forward to doing business
with you again soon.
Visit us online today at
www.theupsstore.ca/446

Flesh, Cindy AEST:EX

From: Cardona, Diego AEST:EX
Sent: August 2, 2019 1:54 PM
To: Flesh, Cindy AEST:EX
Cc: Snoddon, Michael AEST:EX
Subject: Mileage

Hi Cindy,

Here is my mileage thus far:

Native Education College Alumni Honouring feats July 5th 2019

Travel from CO to Musqueam Community Centre: 15km

Musqueam Community Centre to Diego's house (2782 East 43rd Avenue): 13km

CUPE BC Meeting July 30th 2019

s.22

CUPE BC HQ: s.22

CUPE BC to CO: 10KM

Summer Labour Market conference August 2nd 2019:

s.22 to Croatian Cultural Centre :3.6KM

Croatian Cultural Centre to CO: 1.5KM

Thanks you

Diego



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131856

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 Cardona, Diego				Employee ID NR		Phone Number (250) 356-0179				
Client Organization Advanced Education, Skills and Training				Job Title Executive Assistant		Travel Group Code 3				
5. Date Completed 2019/09/24		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel staffing Minister				Headquarters Vancouver				
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt victoria, BC V8W 9E2										
16. Travel Dates	17. Places Travelled *PCard			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	Vancouver area	0823	1430		0.00	6.00		0.00		
07/23	Vancouver area	1230	1620		0.00	3.00		0.00		
08/07	Vancouver area	1300	1615	22	12.10			0.00		
08/20	Vancouver area	0900	1100	8	4.40			0.00		
08/29	Vancouver area	0815	1330		0.00	19.00		0.00		
09/05	Vancouver area	0800	1000	8	4.40			0.00		
09/09	Vancouver area	1000	1015		0.00			0.00	3.89	postage
09/16	Canada Post	0700	1615		0.00	30.00	F-D	33.25		
09/17	* Van/Vic/Van (HA)									
TOTALS OF COLUMNS				36. \$ 20.90	37. \$ 58.00		38. \$ 33.25	39. \$ 0.00	40. \$ 3.89	Claim Total \$ 116.04
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount			
019	11001	18000	6501	1100000	NR		\$ s.22			
019	11001	18000	5701	1100000			\$			
019										
019										
Less Travel Advance										
019										
									54.	\$ 116.04
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			
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed			

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2019Oct15
SLP

Audit Trail for Travel Voucher (Restricted Use) E131856 for Cardona, Diego

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/09/24 13:22:44	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/09/24 13:32:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/09/24 13:34:35	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/09/24 13:34:47	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Notified	Cardona, Diego Diego.Cardona@gov.bc.ca
2019/09/24 13:40:47	Cardona, Diego NR Diego.Cardona@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2019/09/25 09:27:58	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131856 for Cardona, Diego

2 note(s) returned.

Created On	Author	Note
2019/09/24 13:32:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	July 23, 2019 - skytrain to & from event (pd by cash) Aug 7, 2019 - share ride to meeting - skytrain home (pd by cc) Aug 20, 2019 - drive to events & meeting - drive to CO Aug 29, 2019 - drive to event - drive to CO Sept 5, 2019 - Yellow Cab (pd by m/c) to event - share ride to CO Sept 9, 2019 - drive to event - drive to CO Sept 16, 2019 - postage for Ministerial letters (hand signed) Sept 17, 2019 - Yellow Cab (pd by m/c) to Harbour Air Van/Vic (pd by p/c) walk to buildings for meeting - walk to Harbour Air Vic/Van (pd by p/c) - share ride home
2019/09/24 13:34:35	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	

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* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
999-EXPO SKYTRAIN
Joyce Stn
TVM09132
Tue 23 Jul 19 08:23AM

Payment Type: DEBIT
Purchase: 1 Zone Ticket
Product Price: \$ 3.00

Compass Ticket #: NR
**** * NR

Debit Card #: **** *
**** * *

Auth #: 128939
Ref #: TU23AC4AMVFP
Receipt #: 44382

Card Entry: Chip
AID:A00000002771010
TVR:0080008000
ISI:E800

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View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVM01123
Wed 07 Aug 19 03:47PM

Payment Type: MASTER CARD
Purchase: 1 Zone Ticket
Product Price: \$ 3.00

Compass Ticket #: NR
**** * NR

Credit Card #: **** *
**** * *

Auth #: 065684
Ref #: TUU4634CBV3V
Receipt #: 87108

Card Entry: Chip
AID:A0000000041010
TVR:8000008000
ISI:E800

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

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVM01122
Tue 23 Jul 19 01:55PM

Payment Type: DEBIT
Purchase: 1 Zone Ticket
Product Price: \$ 3.00

Compass Ticket #: NR
**** * NR

Debit Card #: **** *
**** * *

Auth #: 168951
Ref #: TUU4624AMNKZ
Receipt #: 49428

Card Entry: Chip
AID:A00000002771010
TVR:0080008000
ISI:E800

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

Thank You!

LITTLE ITALY POST OFFICE
CARDS
1424 COMMERCIAL DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/09/16
TIME 2720 10:26:16
RECEIPT NUMBER
C82037579-001-001-444-0

PURCHASE
TOTAL

\$3.89

Mastercard
A0000000041010
B4C85EC01209CD46
0000008000-E800
AB77E1BDBC6CA9CC

APPROVED

AUTH# 023500 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Canada Post / Postes Canada
LITTLE ITALY
1424 Commercial Dr
VANCOUVER, BC V5L3X0
GST/TPS#: 742373079

2019/09/16	10:26:32	june
CC/CC102180	W/G2	TR1076247
G 5%	1@ \$2.65	\$2.65
\$2.65 - STAMP		
G 5%	1@ \$1.05	\$1.05
\$1.05 - STAMP		
SUBTL		\$3.70
GST		\$0.19
TOTAL		\$3.89
MasterCard		\$3.89
Card Number		
CHG. DUE		\$0.00
RND. CHG.		\$0.00

Receipt required for all returns.

Tell us how we did today.
Complete the survey at
canadapostsurvey.ca
or text 'SURVEY' to 55555
and enter to WIN one of two
\$250 Prepaid Visa Cards.
(Standard message and data
rates would apply for text
message)



R : 1 0 7 6 2 4 7 . 1 0 2 1 8 0 ;

WWW.CANADAPOST.CA / WWW.POSTESCANADA.CA

YELLOW CAB #186
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/09/05
TIME 2838 08:44:49
CLERK ID 1
RECEIPT NUMBER
C85055408-001-002-841-0

PURCHASE
TOTAL

\$19.00

Mastercard
A0000000041010
26F937D6917666C5
0000008000-E800
1644C0F20A64DE15

APPROVED

AUTH# 039484 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB #198
1441 CLARK DR
VANCOUVER BC

CARD 5261*****NR
CARD TYPE MASTERCARD
DATE 2019/09/17
TIME 1408 06:59:12
CLERK ID 1
RECEIPT NUMBER
C85004559-001-038-502-0

PURCHASE
TOTAL

\$30.00

Mastercard
A0000000041010
31AFDD61D66D1766
0000008000-E800
A877FC33EA9F8F3C

APPROVED

AUTH# 006138 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Flesh, Cindy AEST:EX

From: reservation@harbourair.com
Sent: September 13, 2019 12:54 PM
To: Flesh, Cindy AEST: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	Melanie Mark
	Company	Ministers Office For Advanced Ed, Skills & Training

Booking NR

Tuesday, September 17, 2019

Flight #205/Twin Otter

08:00 Vancouver Harbour / Map

Invoice NR

Air Transportation Charges

Sked 200 : GO Flex Special

\$319.94

08:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

2 Passenger(s) - GoFlex

- Diego Cardona, Male
- Melanie Mark, Female

[Add to Calendar](#)

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$1.30
Sked 200 : VHFC Terminal Fee	\$19.72
+ Goods and Services Tax	\$17.04
Billing	\$340.96
Taxes	\$17.04
Grand Total	\$358.00

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

Required Travel Documents:

All passengers 18 years and above must present
government issued photo identification.

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 NR

Tuesday, September 17, 2019

Flight #218/Twin Otter

15:00 Victoria Harbour / Map 

15:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

2 Passenger(s) - GoFlex

• Diego Cardona, Male

• Melanie Mark, Female

[Add to Calendar](#)

Invoice NR

Air Transportation Charges

Sked 200 : GO Flex Special \$319.94

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$19.72

+ Goods and Services Tax \$17.04

Billing \$340.96

Taxes \$17.04

Grand Total \$358.00

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Refundable up to 15 minutes prior to Departure

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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

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: Edena Brown Vendor #: NR Loc. Code: _____
 Cheque Mailing Address: s.22

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
July 25, 2019	Printer Ink + 2 notebooks.	\$115.03

Cheque Total \$115.03.

Edena Brown July 25, 2019
 Signature of Individual Receiving Reimbursement Date

Certified that 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: 039 Resp: 18YAA Service Line: 14001 STOB: 6508 Project: 1800000

elml July 25/19
 Expense Authority Signature Date

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-10-2010 BY 60322



465 Columbia Ave
Castlegar, BC V1N 1G8
Tel: 250-365-3466 Fax 250-365-3467
kelprint@shaw.ca
GST # R24039135

2019
July 25

CUSTOMER'S ORDER NUMBER		NO. OF COPIES		DATE	
NAME		ADDRESS		CITY	
PROVINCE		COUNTRY		TOTAL AMOUNT	
TYPE		AMOUNT		TOTAL AMOUNT	
QTY	DESCRIPTION	PRICE	AMOUNT		
1	Brother Ink LC203CL XL Tri-pk	51.35			
1	LC203BK XL	31.85			
2	Blueline A9.82 lined note books	9.75	19.50		
SUBTOTAL		102.70			
GST		5.14			
PST		7.19			
TOTAL		115.03			

62919

THANK YOU