



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132808

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 Aaron, Sage		Employee ID NR		Phone Number (778) 678-0832																																																			
Client Organization Office of the Premier		Job Title Communications Director		Travel Group Code 2																																																			
5. Date Completed 2020/03/16		6. Fiscal Year 2020		7. Special Cheque Issue																																																			
8. Cheque Stub Information																																																							
Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria																																																		
12. Mailing Address for Cheque																																																							
<table border="1"> <tr> <th>16. Travel Dates</th> <th>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. Miscellaneous</th> </tr> <tr> <th></th> <th>*PCard 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> <tr> <td>2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/06</td> <td>* Vic-Vancouver (HJ)</td> <td>0650</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/08</td> <td>* Van-Victoria (HJ)</td> <td>0000</td> <td>1330</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						16. Travel Dates	17. Places Travelled	18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			*PCard Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2020										03/06	* Vic-Vancouver (HJ)	0650	2359		0.00					03/08	* Van-Victoria (HJ)	0000	1330		0.00				
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TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 49.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 49.00																																														
48. Client Code 004 004 004 004	49. Resp. 36A10	50. Service Line 36200	51. STOB 5701	52. Project 3600000	45. Supplier Code NR		Amount \$ 49.00																																																
Less Travel Advance 004																																																							
							54. \$ 49.00																																																
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							Print Name		Date Signed																																														
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							Print Name		Date Signed																																														
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.							Print Name		Date Signed																																														

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Mar26
SLP

Audit Trail for Travel Voucher (Restricted Use) E132808 for Aaron, Sage

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/03/16 16:42:56	Parkinson, Elizabeth s.2 NR Elizabeth.Parkinson@gov.bc.ca	Aaron, Sage Sage.Aaron@gov.bc.ca	Notified	Aaron, Sage Sage.Aaron@gov.bc.ca
2020/03/23 09:54:29	Aaron, Sage NR Sage.Aaron@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2020/03/23 11:16:51	Geary, Vanessa NR Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132808 for Aaron, Sage

1 note(s) returned.

Created On	Author	Note
2020/03/16 16:42:56	Parkinson, Elizabeth s. NR Elizabeth.Parkinson@gov.bc.ca	Mar. 6: Vic-Van:Helijet (on Pcard) PD: F Mar. 7: No claim Mar. 8: Van-Vic: Helijet (on Pcard) PD: No claim

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Parkinson, Elizabeth PREM:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 5, 2020 2:56 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

NR

Name

Sage Aaron

Booking NR

Friday, March 6, 2020

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

• Sage Aaron, Female

[Add to Calendar](#)

Invoice #525157

FARE-YWH-FULL_2020

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

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

Sunday, March 8, 2020

785

12:00 Vancouver Harbour (Downtown)

12:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

• Sage Aaron, Female

[Add to Calendar](#)

Invoice #525155

FARE-YWH-OffPeak_2020 \$247.62

+ GST \$12.38

Billing \$247.62

Taxes \$12.38

Grand Total \$260.00

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-
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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. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:
R102320165

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