

ED20EXESLP10



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131241

**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.

<b>Name</b> Andrews, Scott			<b>Employee ID</b> NR			<b>Phone Number</b> (250) 356-8247		
<b>Client Organization</b> Education			<b>Job Title</b> Ministerial Assistant			<b>Travel Group Code</b> 3		
<b>5. Date Completed</b> 2019/05/22		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b> EFT		<b>8. Cheque Stub Information</b>		
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompany Minister				<b>Headquarters</b> Victoria		
<b>12. Mailing Address for Cheque</b>								
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>
	<b>*PCard</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Claim</b>	<b>Cost</b>	<b>22. Lodging Costs</b>
2019	<b>Destination</b>							<b>20. &amp; 21. Miscellaneous</b>
05/10	* Vancouver - Heli Rtn	0700	1800		0.00		28.50	<b>Cost</b>
05/16	Vancouver - BCF	1800	2359	33	18.15		74.70	<b>Describe</b>
05/17	Vancouver	0000	1800	140	77.00			
05/21	Victoria - BCF	1100	1500	33	18.15		74.70	
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>	<b>38.</b>		<b>39.</b>
				\$ 113.30	\$ 177.90	\$ 103.00		\$ 0.00
								<b>40.</b>
								\$ 0.00
								<b>Claim Total</b>
								\$ 394.20
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>		<b>Amount</b>	
062	22001	06000	5701	2200000	NR		\$s.22	
062	22001	06000	5701	2200000				
062								
062								
<b>Less Travel Advance</b>								
062								
<b>AMOUNT DUE TO EMPLOYEE</b>								<b>54.</b>
								\$ 394.20
<b>45. Employee Signature (See Audit Trail)</b>					<b>Print Name</b>		<b>Date Signed</b>	
- 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.								
<b>56. Spending Authority Signature (See Audit Trail)</b>					<b>Print Name</b>		<b>Date Signed</b>	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								
<b>57. Payment Authority Signature (See Audit Trail)</b>					<b>Print Name</b>		<b>Date Signed</b>	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.								

FIN 10 (EFI-F0012 v2.6.1)

Production \*\*\* Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2019M ay28  
SLP

## Audit Trail for Travel Voucher (Restricted Use) E131241 for Andrews, Scott

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/22 11:47:57	Grant, Lisa NR Lisa.Grant@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Saved	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/05/23 12:32:41	Grant, Lisa NR Lisa.Grant@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/05/23 13:14:10	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/05/27 18:19:27	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E131241 for Andrews, Scott

1 note(s) returned.

Created On	Author	Note
2019/05/22 11:47:57	Grant, Lisa NR Lisa.Grant@gov.bc.ca	05/10 - Helijet paid on AA credit card, taxi to flight, parking costs, per diem. National Car rental fee waived for customer service issues 05/16 - Ferry reservation paid on AC credit card, ticket paid for by MA s.22 s.22 5/17 - Drove s.22 s.22 , per diem, s.22 s.22 5/21 - Return trip to Victoria, ferry paid for by MA. KMs from Victoria terminal to home

Production \*\*\* Copyright © Government of British Columbia

May 10  
SA  
5701

## Banh, Lindsay EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** May 10, 2019 7:16 AM  
**To:** Banh, Lindsay EDUC: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	Robert Fleming
	Company	Ndp

Booking # NR	
<b>Friday, May 10, 2019</b>	Invoice #418514
<b>704</b>	FARE-YWH-FULL_Winter2019 \$333.33
<b>07:50 Victoria Harbour (Downtown)</b>	+ GST \$16.67
<b>08:25 Vancouver Harbour (Downtown)</b>	Billing \$333.33
<b>35 minutes</b>	Taxes \$16.67
<b>Confirmed</b>	<b>Grand Total \$350.00</b>
<b>1 Passengers - Full-Fare</b>	Mastercard \$350.00
<b>Scott Andrews, Male</b>	Date / Time May 10, 2019 @ 7:16:00 AM
<a href="#">Add to Calendar</a>	Summary NR
	Expiration



Authorization

101559

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](http://helijet.com) or call Helijet Reservations 1.800.665.4354

**Payment:**

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

**Passenger Check-in:**

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

**Changes/Cancellations & No Show Penalty:**

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

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

**Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

**Parking:**

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

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

**Travel Documentation:**

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

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

Waived due to customer  
Service issues.

## Grant, Lisa EDUC:EX

**Subject:** Pick up National Rental Confirmation :<sup>NR</sup>  
**Location:** Helijet Terminal  
**Start:** Fri 2019-05-10 8:30 AM  
**End:** Fri 2019-05-10 8:45 AM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Andrews, Scott EDUC:EX  
**Categories:** Car Rental and Driving

Corporate account sold out so booked under Emerald club #



Confirmation:  
NR

## ***Your Reservation Has Been Modified.***

Thanks for choosing National. You reserved a Intermedio May 10, 2019 at **VANCOUVER PAN PACIFIC 73.**

Your confirmation number is: <sup>NR</sup>

## **Itinerary**

### **PICK UP**

### **VANCOUVER PAN PACIFIC 73**

**Fri, May 10, 2019**

**8:00 AM**

999 CANADA PL

VANCOUVER BC V6C 3B5 CA

(604) 609-7160

Sun,Sat

8:00 AM-3:00 PM

Mon-Fri

8:00 AM-6:00 PM

*Hours subject to change. Please call to verify.*

## VANCOUVER PAN PACIFIC 73 Arrival Instructions

Upon arrival, please proceed to the National Car Rental counter

### RETURN

## VANCOUVER PAN PACIFIC 73

Fri, May 10, 2019

6:00 PM

### Vehicle

#### Intermedio

Hyundai Elantra or similar



### RATES & CHARGES

#### Vehicle

TIME & DISTANCE

1 DAILY @ 66.00 CAD

66.00 CAD

#### Mileage

Unlimited

#### Extras

CO2 OFFSET

1.25 CAD

#### Taxes and Fees

PROV VEHICLE RENTAL TAX \$1.50/DAY

1.50 CAD

VLF REC 1.10/DAY

1.10 CAD

PROVINCIAL SALES TAX (7.0%)

4.78 CAD

GOODS AND SERVICES TAX (5.0%)

3.49 CAD

### Estimated Total

(includes taxes and fees)

**78.12 CAD**

Total may vary slightly at time of rental based on the election of prepaid gas, optional coverage items or changes in taxes, surcharges and fees.

### PAYMENT

Pay at counter

### DRIVER INFORMATION:

Driver Name:	SCOTT ANDREWS
Emerald Club #:	NR
Phone:	s.22
Email:	
Reward Preferences:	Credits
Arriving Airline:	HARBOUR AIR LTD HELI

## REPLACEMENT COSTS

These costs will not be included in your total unless damage or loss is incurred during your rental.

EQUIPMENT REPLACEMENT COF

No Charge

[VIEW DETAILS OR MODIFY](#)



Get Over 150 Channels of Awesome.

Enjoy commercial-free music from nearly every genre, plus the best sports, entertainment, talk, news and more. [Learn More >](#)

**There's still time to add SiriusXM to your rental. Ask to include it at the counter.**

Available in most vehicles at our continental U.S. locations. When you choose your vehicle, look for the SiriusXM sticker on the window.

## Important Toll Road Information

**You may be renting or driving in an area with toll roads.** We offer optional TollPass products at participating locations that allow you to breeze through tolls without stopping to pay cash. Some toll plazas are electronic only and do not offer a cash payment option.

[Learn more about our TollPass Program and what areas it covers](#)

## Rental Policies

### Arrival Directions

From Street Level - The National counter is located inside Canada Place, Level G, just past the Pan Pacific Hotel valet desk.

From Cruise Terminal - After exiting Port of Vancouver Security, please make your way down to Parking Level P1 inside Canada Place and locate our rental counter near parking section B11.

### Renter Requirements

All renters and additional drivers must be 21 or older, have a valid driver's license and a major credit card in their name. Driver's licenses are accepted from any USA state or territory, from a Canadian province or from an international country. Licenses from outside the USA or Canada also may require an international driver's permit. International driver's permits are valid only if presented with the original local license. Individuals with learner's permits are not eligible to rent. U.S. government employees ages 18 or older will not incur a young driver surcharge when renting for authorized government travel. This is only a summary. For additional details, please reference the Driver's License Information Policy.

## **AGE –**

The underage surcharge for drivers between the ages of 21 and 24 is \$20 per day. Renters between the ages of 21 and 24 may rent the following vehicle classes: Economy through Full Size cars and Compact SUVs.

## **NON CREDIT CARD DEPOSITS –**

This location will only accept US and International Debit Cards at the time of rental with a round trip travel ticket, e-ticket, or travel itinerary that shows the renter's name and discloses the return date and flight itinerary; Canadian Debit Cards are NOT accepted. Renters using a debit card as a deposit may rent the following vehicle classes: Economy through Full Size cars.

## **DEPOSIT AMOUNT –**

A deposit including an additional \$200 more than the cost of the rental will be taken at the time of rental, and the funds will not be available for use until after the vehicle has been returned. Cash, and prepaid cards are not acceptable forms of rental deposit. This location is not responsible for any overdraft fees incurred.

## **Forms of Payment**

Acceptable forms of payment include VISA, MasterCard, American Express, Traveler's checks and Money Orders. Please review the Renter Requirements for additional information.

## **Additional Driver**

Additional drivers must meet same rental qualifications as the renter. Additional drivers must appear at the rental counter with the primary renter. An additional daily fee may apply for any additional drivers.

## **Loss Damage Waiver**

Loss Damage Waiver (LDW) is not insurance. The purchase of LDW is optional and not required in order to rent a vehicle.

You may purchase optional LDW for an additional fee. If you purchase LDW we agree, subject to the actions that invalidate LDW listed on the rental agreement, to contractually waive your responsibility for all or part of the cost of damage to, loss or theft of, the vehicle. DW does not apply to damage occurring in Mexico.

When deciding whether or not to purchase DW, you may wish to check with your insurance representative or credit card company to determine whether, in the event of damage to, or theft of, vehicle, you have coverage or protection for such damage or theft and the amount of your deductible or out-of-pocket risk.

## **Damage Waiver**

Optional Damage Waiver -DW- for this branch ranges between 9.99 and 49.99 CAD per day, depending on the vehicle rented. DW is offered at the time of rental for an additional daily charge. If the renter accepts DW, National waives or reduces the renter's responsibility for loss of, damage to, the rental vehicle, including but not limited to towing, storage, impound and administrative fees subject to the terms and conditions of the rental agreement and applicable laws. DW is not insurance. The purchase of DW is optional and not required to rent a car. The protection provided by DW may duplicate the renters existing coverage. National is not qualified to evaluate the adequacy of the renters existing coverage; therefore, the renter should examine his or her credit card protections, automobile insurance policies or other sources of coverage that may duplicate the protection by DW.

## **Personal Accident Insurance / Personal Effects Coverage**

Personal Accident Insurance - Personal Effects Coverage - PAI-PEC - is offered at the time of rental for an additional daily charge. If accepted the PAI contained in the policy provides renter and renters passengers with accidental death, accident medical expenses and ambulance expense benefits. The PEC contained in the policy insures the personal effects of the renter, additional drivers, or any member of the renters immediate family who permanently resides in the renters household and who is traveling with the renter against risks of loss or damage. Benefits are payable in addition to any other insurance coverage the renter or passengers may have. This is a summary only. PAI-PEC is subject to the provisions, limitations and exclusions of the PAI-PEC policy underwritten by Chubb Insurance Company of Canada. The purchase of PAI-PEC is optional and not required to rent a car. The coverage provided by PAI-PEC may duplicate the renters existing coverage. National is not qualified to evaluate the adequacy of the renters existing coverage, therefore the renter should examine his or her personal insurance policies or other sources of coverage that may duplicate the coverage provided by PAI-PEC. The PAI-PEC for this branch is 6.99 CAD per day.

## **Roadside Protection**

Renter may purchase Roadside Plus (RSP) from Owner for an additional fee. If Renter purchases RSP, Owner agrees, subject to the actions that invalidate Loss Damage Waiver, to contractually waive Renter's responsibility for the cost to provide 24/7 roadside assistance (where available) which includes replacement of lost keys (including remote entry devices), flat tire service (if no inflated spare is available, the vehicle will be towed. Cost of a replacement tire is not covered by RSP), lockout service (if the keys are locked inside the vehicle), jumpstarts, and fuel delivery service for up to 3 gallons (or equivalent liters) of fuel if Vehicle is out of fuel. Roadside Plus services are only available in the United States and Canada. If Renter does not purchase RSP, or RSP is invalidated as set forth above, roadside assistance will be available, but standard charges will apply. RSP does not apply in Mexico. For roadside assistance call 1-800-268-9711.

## **Roadside Assistance PLUS**

Renter may purchase Roadside Plus (RSP) from Owner for an additional fee. If Renter purchases RSP, Owner agrees, subject to the actions that invalidate Loss Damage Waiver, to contractually waive Renter's responsibility for the cost to provide 24/7 roadside assistance (where

available) which includes replacement of lost keys (including remote entry devices), flat tire service (if no inflated spare is available, the vehicle will be towed. Cost of a replacement tire is not covered by RSP), lockout service (if the keys are locked inside the vehicle), jumpstarts, and fuel delivery service for up to 3 gallons (or equivalent liters) of fuel if Vehicle is out of fuel. Roadside Plus services are only available in the United States and Canada. If Renter does not purchase RSP, or RSP is invalidated as set forth above, roadside assistance will be available, but standard charges will apply. RSP does not apply in Mexico. For roadside assistance call 1-800-268-9711.

GET THE NATIONAL APP



© 2019 National Car Rental, 600 Corporate Park Drive, St. Louis, MO 63105

[Terms](#) | [Privacy Policy](#)

May 10 SA

BLUEBIRD CABS #96  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/05/10  
TIME 4801 07:14:20  
RECEIPT NUMBER  
C85010827-001-791-010-0

PURCHASE  
TOTAL

**\$13.00**

VISA CREDIT  
A0000000031010  
85FEC99EF445E399  
8080008000-6800  
6A6F63BF31632804  
8080008000-7800

**APPROVED**

AUTH# 026121 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE 250.382.2222

**RECEIPT**  
Impark Lot - 1940  
Vancouver Convention  
Centre West  
www.impark.com

**Stall # 263**

Expiration Date/Time

**02:32 PM**  
**MAY 10, 2019**

Purchase Date/Time: 01:02pm May 10, 2019  
Total Due: \$12.00 Rate: \$12.00 For 1hr 30Min  
Total Paid: \$12.00 Payment Type: Card  
Ticket #: NR  
S/N #: 100009060112  
Setting 1940 Ethernet  
Mach Name: Meter 4

\*\*\*\*\*NR Visa

Auth #: 076101

**RECEIPT**  
**IMPARK**

Sheraton Van Guildford  
Impark Lot - 1658  
www.impark.com

License Plate Number  
S.22

Expiration Date/Time

**03:55 PM**  
**MAY 10, 2019**

Purchase Date/Time: 02:55pm May 10, 2019  
Total Parking: \$2.76  
Total TAX: \$0.74  
Total Due: \$3.50 Rate: \$2.75 - For 1 Hour  
Total Paid: \$3.50 Pmt Type: CC (Swipe)  
Ticket #: NR  
S/N #: 500011520330  
Setting: 1658 - Outside  
Mach Name: Meter 7

\*\*\*\*\*NR Visa

Auth #: 056941

Thank You! Page 12 of 81 PIN-2020-02279  
Please come again



## Grant, Lisa EDUC:EX

**Subject:** 5:25pm Check-in Helijet Flt 729 (Departure 5:45pm)  
**Location:** Van to Vic booking NR

**Start:** Fri 2019-05-10 5:25 PM  
**End:** Fri 2019-05-10 6:20 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Andrews, Scott EDUC:EX

**Categories:** Travel



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

<b>Account</b>	Customer #	NR
	Name	Robert Fleming
	Company	Ndp

### Booking NR

**Friday, May 10, 2019**

Invoice #414195

**704**

FARE-YWH-FULL\_Winter2019

\$999.99

**07:50 Victoria Harbour (Downtown)**

+ GST

\$50.01

**08:25 Vancouver Harbour (Downtown)**

35 minutes

Confirmed

2 Passengers - Full-Fare

- Robert Fleming
- Scott Andrews, Male

[Add to Calendar](#)

Billing	\$999.99
Taxes	\$50.01
<b>Grand Total</b>	<b>\$1,050.00</b>

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, May 10, 2019

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Sale

- Robert Fleming
- Scott Andrews, Male

[Add to Calendar](#)

Invoice #414196	
SALE - Seat Sale \$209	\$597.15
+ GST	\$29.85
Billing	\$597.15
Taxes	\$29.85
<b>Grand Total</b>	<b>\$627.00</b>

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

Does not qualify for combination with Kids Fly Free promotions.

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

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return

reservations  
(additional cancellation fees may apply)

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

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

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

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:  
Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

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

Travel Documentation:  
Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.  
Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed. Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

[Login to your account at helijet.com](http://www.helijet.com)

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)



## Your reservation has been completed!

Thank you for reserving online with BC Ferries. A copy of this reservation has also been emailed to you.

Need Help? Call Customer Care at:  
**1-888-223-3779**

RESERVATION	DEPARTS	TIME / DATE	ARRIVES
NR	<b>VICTORIA</b> Swartz Bay Terminal	<b>7:00 PM</b> Thursday May 16	<b>VANCOUVER</b> Tsawwassen Terminal
<b>VEHICLE</b> Standard vehicle under 7Ft (2.13m) high <b>VESSEL</b> <u>Spirit of Vancouver Island</u> <b>DEPART</b> Swartz Bay 7:00 PM Thu May 16 2019 <b>ARRIVE</b> Tsawwassen 8:35 PM Thu May 16 2019		<b>FARE INFORMATION</b> <b>20'</b> Standard vehicle under 7Ft (2.13m) high <b>\$57.50</b> <b>1</b> 12 yrs+ <b>\$17.20</b> <b>1</b> Reservation Fee * <b>\$17.00</b> <b>Total for this sailing</b> <b>\$91.70</b>	
NR		<b>Due at terminal: \$74.70</b> vehicle & passenger fares	<b>Paid: \$17.00</b> reservation fee

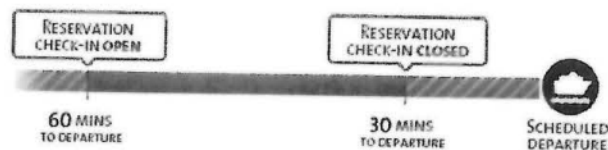
### Vehicle and Passenger fares will be collected at the terminal

Still unsure who is travelling with you? You can still add and pay for passengers at the terminal.

We accept Visa, Mastercard and American Express. **Debit is not accepted at this time.**  
Due to vessel substitutions vessel amenities cannot be guaranteed.

**Total Paid: \$17.00**  
reservation fee

### Arrive at the terminal 30-60 minutes before departure



#### Reservation Check-In **Opens**

Check-in opens **60 minutes** prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early.

#### Reservation Check-In **Closed**

Reservation check-in must occur **30 minutes** prior to scheduled departure. If not checked in by this time, the reservation will not be valid and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

#### What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number** used to make the booking.

### Terms and Conditions

All reservations are booked for one vehicle and one driver.

Reservation fees and change fees are non-refundable.

~~Reservations will not be honored and refunds will not be issued.~~

#### Sailing Cancellations

If you check-in for your reservation and the sailing is cancelled, we will make every effort to load you on the next available sailing.

**Closed Vehicle Deck Access**

In accordance with Transport Canada safety regulations, every passenger shall keep off a closed vehicle deck on a ferry that is underway. A 'closed vehicle deck' is a space that is enclosed at both ends with limited side openings.

To support the health and wellness of our customers and employees, BC Ferries vessels and terminal properties will be smoke and vape-free environments as of January 22, 2018.

By purchasing a reservation, you acknowledge your acceptance of BC Ferries Conditions of Carriage (available for viewing at [www.bcferrries.com](http://www.bcferrries.com) or upon request at any terminal office, aboard ship or at BC Ferries' head office).

BC Ferries reserves the right to modify or change these terms and conditions from time to time without notice.

---

**Transaction Details**

<b>CARD#</b>	NR	<b>TYPE</b>	MASTERCARD
<b>PROCESSED</b>	MAY 13 2019 10:55AM	<b>EXPIRY</b>	NR
<b>RECEIPT#</b>	SOANLS548258FE-A2E0-4CBC-8EB3-1C49EFEE7698	<b>AMOUNT</b>	\$17.00
<b>BCF RECEIPT#</b>	00	<b>AUTH</b>	135554

**Additional Addresses**

A copy of this confirmation was sent to the following e-mail addresses at your request:

Scott.Andrews@gov.bc.ca

For your protection and privacy, transaction details are not sent to other recipients, nor are their addresses stored or used for any other purpose. Your name and email address is displayed as sender and replies and undeliverable message notices will be returned to your address.

May 16, 2019

Swartz Bay  
To  
Tsawwassen



**LANE 02**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/05/16**  
**RESERVATION-NR**  
**CONF: NR**  
**RES: 1**

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	91.70
Prepayment	17.00

Visa  
\*\*\*\*\*NR 74.70

AUTH 053451 66277641 0010017920 S

01 APPROVED - THANK YOU 027

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

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 16 May 2019 18:08:44



1005027 229143

SEE REVERSE SIDE OF TICKET

May 21, 2019

Tsawwassen  
To  
Swartz Bay

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

**LANE 41**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/05/21**

20'	Undersize Vehi	57.50
1	Adult	17.20

Total	74.70
-------	-------

Visa  
\*\*\*\*\*NR 74.70  
AUTH 054381 6627658 0010010070 S  
01 APPROVED - THANK YOU 027

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

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 21 May 2019 13:48:47

  
1007103 802189

SEE REVERSE SIDE OF TICKET





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131428

**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.

<b>Name</b> Farrance, Melissa			<b>Employee ID</b> NR			<b>Phone Number</b> s.22						
<b>Client Organization</b> Education			<b>Job Title</b> Ministerial Assistant			<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2019/06/20		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b> EFT		<b>8. Cheque Stub Information</b>						
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompanying Minister				<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2												
<b>16. Travel Dates</b> 2019 05/22 05/23 05/24	<b>17. Places Travelled</b> *P Card			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>
	*Vancouver-Heli	0600	2359		0.00			F-L	41.00		363.08	
	Vancouver	0000	2359		0.00			F-BL	30.50		363.08	
	*Vancouver (HJ)	0000	1000		0.00			F-LD	22.75			
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 94.25	<b>39.</b> \$ 726.16	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 820.41		
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000	<b>51. STOB</b> 5701	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 820.41					
<b>Less Travel Advance</b> 062												
							<b>AMOUNT DUE TO EMPLOYEE</b>			<b>54.</b> \$ 820.41		
<b>45. Employee Signature (See Audit Trail)</b> - 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.					<b>Print Name</b>		<b>Date Signed</b>					
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<b>Print Name</b>		<b>Date Signed</b>					
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.					<b>Print Name</b>		<b>Date Signed</b>					

**Audit Trail for Travel Voucher (Restricted Use) E131428 for Farrance, Melissa**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/20 15:30:56	Grant, Lisa NR Lisa.Grant@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/06/20 15:52:29	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/06/20 15:59:37	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E131428 for Farrance, Melissa

1 note(s) returned.

Created On	Author	Note
2019/06/20 15:30:56	Grant, Lisa NR Lisa.Grant@gov.bc.ca	05/22 - Helijet paid for on AC credit card, BDI, Lodging 05/23 - DI, lodging 05/24 - Helijet paid for on AC credit card, BI

Production \*\*\* Copyright © Government of British Columbia

Grant, Lisa EDUC:EX

MF May 22  
5701

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** May 23, 2019 11:32 AM  
**To:** Grant, Lisa EDUC: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

<b>Account</b>	Customer #	NR
	Name	Robert Fleming
	Company	Ndp

#### Booking NR

**Wednesday, May 22, 2019**

**702**

**07:00 Victoria Harbour (Downtown)**

**07:35 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**· Melissa Farrance, Female**

[Add to Calendar](#)

Invoice #418758

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

Mastercard \$249.99

Date / Time May 22, 2019 @ 6:41:09 AM

Summary NR

Expiration

MF May 24  
5701

## Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** May 24, 2019 8:22 AM  
**To:** Grant, Lisa EDUC: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

<b>Account</b>	<b>Customer #</b>	NR
	<b>Name</b>	Robert Fleming
	<b>Company</b>	Ndp

### Booking NR

**Friday, May 24, 2019**

**707**

**08:40 Vancouver Harbour (Downtown)**

**09:15 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Sale**

**Melissa Farrance, Female**

[Add to Calendar](#)

**Invoice #418759**

SALE - Seat Sale \$209 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

**Grand Total \$209.00**

**Mastercard \$209.00**

Date / Time May 24, 2019 @ 8:20:57 AM

Summary NR

Expiration

Ms Melissa Farrance

Canada

## INFORMATION INVOICE

Group Code : MINE0519  
 Company Name : Provincial Government

Room Number : NR  
 Arrival Date : 22-MAY-2019  
 Departure Date : 24-MAY-2019

Page No. : 1 of 1  
 Folio No. : NR  
 Conf No. :  
 Invoice No. :  
 Cashier No. : 206  
 Membership No. :

Date	Description	Reference	Charges	Credits
05-22-19	Advance Deposit			363.08
05-22-19	Room Charge		309.00	
05-22-19	Room DMF Fee 1.3%		4.00	
05-22-19	Room PST Tax 8%		25.04	
05-22-19	Room MRDT Tax 3%		9.39	
05-22-19	Room GST Tax 5%		15.65	
05-23-19	Room Charge		309.00	
05-23-19	Room DMF Fee 1.3%		4.00	
05-23-19	Room PST Tax 8%		25.04	
05-23-19	Room MRDT Tax 3%		9.39	
05-23-19	Room GST Tax 5%		15.65	
05-24-19	Mastercard	XXXXXXXXXXXXNR	XX/XX	363.08
<b>Total</b>			<b>726.16</b>	<b>726.16</b>

<u>GST Tax Summary:</u>	NR
Room GST:	31.30
F&B GST:	0.00
Other GST:	0.00
Total GST:	31.30

**Balance Due CAD \$ 0.00**

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

**Guest Signature**



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131430

**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.

<b>Name</b> Farrance, Melissa		<b>Employee ID</b> NR		<b>Phone Number</b> s.22	
<b>Client Organization</b> Education		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/06/20	<b>6. Fiscal Year</b> 2020	<b>7. Special Cheque Issue</b> EFT		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompanying Minister		<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2					
<b>16. Travel Dates</b> 2019 05/31	<b>17. Places Travelled</b> *P Card <b>Destination</b> * Vancouver - Heli		<b>18. Personal Vehicle Use</b> <b>Km</b>  <b>Cost</b> 0.00	<b>19. Other Transport Costs</b>  10.25	<b>20. &amp; 21. Meals</b> <b>Claim F-D</b>  <b>Cost</b> 33.25
	<b>Start</b> 0630	<b>End</b> 1600		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b>  <b>Describe</b>
<b>TOTALS OF COLUMNS</b>			<b>36.</b> \$ 0.00	<b>37.</b> \$ 10.25	<b>38.</b> \$ 33.25
				<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00
					<b>Claim Total</b> \$ 43.50
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000	<b>51. STOB</b> 5701	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> NR
					<b>Amount</b> \$ 43.50
<b>Less Travel Advance</b> 062					
					<b>54.</b> \$ 43.50
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b> - 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.			<b>Print Name</b>		<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			<b>Print Name</b>		<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.			<b>Print Name</b>		<b>Date Signed</b>

**Audit Trail for Travel Voucher (Restricted Use) E131430 for Farrance, Melissa**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/20 16:26:14	Grant, Lisa NR Lisa.Grant@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/06/21 13:58:14	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/06/21 15:13:56	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia



## Notes for Travel Voucher (Restricted Use) E131430 for Farrance, Melissa

1 note(s) returned.

Created On	Author	Note
2019/06/20 16:26:14	Grant, Lisa NR	05/31 - Helijet flights paid for on AC credit card, \$10.25 for skytrain to event, BLI

Production \*\*\* Copyright © Government of British Columbia

MF May 31  
5701

## Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** May 23, 2019 3:32 PM  
**To:** Grant, Lisa EDUC: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

<b>Account</b>	Customer #	NR
	Name	Robert Fleming
	Company	Ndp

### Booking NR

**Friday, May 31, 2019**

**702**

**07:00 Victoria Harbour (Downtown)**

**07:35 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**2 Passengers - Sale**

- Melissa Farrance, Female
- Robert Fleming

[Add to Calendar](#)

Invoice #422727

SALE - Seat Sale \$209 \$398.10

+ GST \$19.90

Billing \$398.10

Taxes \$19.90

**Grand Total \$418.00**

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

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only

**PERIOD COVERED BY THIS STATEMENT**

May 14, 2019 - Jun. 13, 2019

s.22

s.22

## Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** May 31, 2019 8:31 AM  
**To:** Grant, Lisa EDUC: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

<b>Account</b>	Customer #	NR
	Name	Robert Fleming
	Company	Ndp

### Booking NR

**Friday, May 31, 2019**

**721**

**15:00 Vancouver Harbour (Downtown)**

**15:35 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**2 Passengers - Off-Peak**

- Melissa Farrance, Female
- Robert Fleming

[Add to Calendar](#)

Invoice NR

FARE-YWH-OffPeak\_Winter2019 \$476.18

+ GST \$23.80

Billing \$476.18

Taxes \$23.80

**Grand Total \$499.98**

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



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131183

**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.

<b>Name</b> Arora, Jasleen				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 356-5781																																															
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3																																															
<b>5. Date Completed</b> 2019/05/10			<b>6. Fiscal Year</b> 2020			<b>7. Special Cheque Issue</b> EFT			<b>8. Cheque Stub Information</b>																																														
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Minister meetings / events						<b>Headquarters</b> Victoria																																														
<b>12. Mailing Address for Cheque</b> 027-501 Belleville Street Victoria, BC V8W 9E2																																																							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>																																											
<table border="1"> <thead> <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>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>Vic &gt; Van</td> <td>0000</td> <td>2359</td> <td>48</td> <td>26.40</td> <td>F-BL</td> <td>30.50</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vancouver</td> <td>0000</td> <td>2359</td> <td></td> <td>0.00</td> <td>F-LD</td> <td>22.75</td> <td></td> <td></td> <td>35.65</td> <td>Taxi</td> </tr> <tr> <td>Van &gt; Vic</td> <td>0000</td> <td>2359</td> <td>32</td> <td>17.60</td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Cost	Describe	Vic > Van	0000	2359	48	26.40	F-BL	30.50					Vancouver	0000	2359		0.00	F-LD	22.75			35.65	Taxi	Van > Vic	0000	2359	32	17.60	F-D	33.25				
Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Cost	Describe																																													
Vic > Van	0000	2359	48	26.40	F-BL	30.50																																																	
Vancouver	0000	2359		0.00	F-LD	22.75			35.65	Taxi																																													
Van > Vic	0000	2359	32	17.60	F-D	33.25																																																	
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 44.00		<b>37.</b> 189.50 \$ s.22		<b>38.</b> \$ 86.50		<b>39.</b> \$ 0.00		<b>40.</b> \$ 35.65		<b>Claim Total</b> \$ s.22 355.65																																								
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>																																											
039		18YAB		14001		5701		1800000		NR		\$ s.22 355.65																																											
039																																																							
039																																																							
039																																																							
<b>Less Travel Advance</b>																																																							
039																																																							
												<b>54.</b>		\$ 355.65																																									
												<b>AMOUNT DUE TO EMPLOYEE</b>																																											
<b>45. Employee Signature (See Audit Trail)</b>												<b>Print Name</b>		<b>Date Signed</b>																																									
- 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.																																																							
<b>56. Spending Authority Signature (See Audit Trail)</b>												<b>Print Name</b>		<b>Date Signed</b>																																									
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																							
<b>57. Payment Authority Signature (See Audit Trail)</b>												<b>Print Name</b>		<b>Date Signed</b>																																									
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																							

FIN 10 (EFI-F0012 v2.6.1)

Production \*\*\* Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2019 May 14  
SLP

## Audit Trail for Travel Voucher (Restricted Use) E131183 for Arora, Jasleen

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/05/10 11:58:52	White, Emily NR Emily.White@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Saved	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2019/05/10 11:59:10	White, Emily NR Emily.White@gov.bc.ca	Arora, Jasleen Jasleen.Arora@gov.bc.ca	Notified	Arora, Jasleen Jasleen.Arora@gov.bc.ca
2019/05/10 12:05:01	Arora, Jasleen NR Jasleen.Arora@gov.bc.ca		Initiated	Viaud, Chantille Chantille.Viaud@gov.bc.ca
2019/05/14 13:07:12	Viaud, Chantille NR Chantille.Viaud@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E131183 for Arora, Jasleen

1 note(s) returned.

Created On	Author	Note
2019/05/10 11:58:52	White, Emily NR Emily.White@gov.bc.ca	May 2 - drove on ferry, 48 km s.22 May 3 -s.22 took taxi and transit for meetings May 4 - drove on ferry back to Victoria, 32 km s.22

Production \*\*\* Copyright © Government of British Columbia

Jasleen - NR

## Compass Card Usage

A history of your all Compass Card usage. To view your purchase card order history, visit your card order history page.

☐ Transactions made online appear after you've tapped your Compass Card at a card reader.

### Transaction filters:

All

Start date:

May-02-2019

End date:

May-09-2019

Date/Time	Location/Order#	Usage/ Payment	Balance/ Details
May-03-2019 12:20 PM	Transfer at Bus Stop 50530 Stored Value	\$0.00	\$18.90
May-03-2019 12:13 PM	Tap out at Burrard Stn Stored Value	\$2.10	\$18.90
May-03-2019 12:11 PM	Tap in at Waterfront Stn Stored Value	-\$4.40	\$16.80
May-03-2019 12:11 PM	Missing Tap out Stored Value	\$0.00	\$21.20



Swartz Bay  
To  
Tsawwassen



**LANE 03**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/02  
RESERVATION-NR  
CONF: NR  
RES: 1

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	91.70
Prepayment	17.00
Visa	
*****NR	74.70
AUTH 020803 66277643 0010012630 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 02 May 2019 18:24:02



SEE REVERSE SIDE OF TICKET

Tsawwassen  
To  
Swartz Bay



**LANE 45**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/04  
RESERVATION-NR  
CONF: NR  
RES: 1

1	Reservation Pr	21.00
20'	Undersize Vehi	57.50
1	Adult	17.20

Total	95.70
Prepayment	21.00
Visa	
*****NR	74.70
AUTH 017396 66277656 0010018418 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 04 May 2019 20:07:24



SEE REVERSE SIDE OF TICKET

My profile

JASLEEN ARORA

s.22

Statement preferences

Statement summary

Previous balance	s.22	Overlimit fee	\$0.00
Payment due	May-28-2019	Late fee	\$0.00
Last payment	s.22	Other fees	\$0.00
Past due amount	\$0.00	Purchase interest	\$0.00
Statement balance	s.22	Cash advance interest	\$0.00
Purchases		Total credits	\$0.00
Cash advances	\$0.00		

Download transactions

.qfx (Quicken Financial Exchange) ▼

Go

Trans date	Post date	Description	Debits	Credits
s.22				
May-04-2019	May-06-2019	BCF - TSAWWASSEN	\$74.70	
May-04-2019	May-06-2019	BCF-RBI ONLINE BOOKING	\$21.00	
s.22				
May-03-2019	May-06-2019	BONNY'S TAXI B 26	\$35.65	
s.22				
May-02-2019	May-03-2019	BCF-SWARTZ BAY	\$17.20	
May-02-2019	May-03-2019	BCF-SWARTZ BAY	\$74.70	
s.22				

Active account

Jasleen Arora s.22

Register another credit card

Account summary

Credit limit

Current balance

Available credit

Cash available

Overlimit amount

s.22

\$0.00

\$0.00

View eStatements

Statement summary

Payment due

Minimum payment

Past due amount

Last statement

Statement balance

Last payment

May-28-2019

s.22

May-07-2019

s.22

May-06-2019

Transactions

Log out

Manage your account

Statement preferences

View eStatements

s.22

Redeem rewards points

Points balance s.22

Updates

Welcome to Manage my Vi

Select statement period

May 07, 2019

Go

View eStatements



## Control No.

E131372

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Craik, Jason	NR	(250) 387-1023
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Agriculture	Ministerial Assistant	3

<b>5. Date Completed</b> 2019/06/12	<b>6. Fiscal Year</b> 2020	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Duties		<b>Headquarters</b> Victoria

**12. Mailing Address for Cheque**  
PO Box 9043 Stn Prov Govt V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2019											
04/25	Victoria	0830	1700		0.00			0.00		0	Parking
04/27	Victoria	0830	1700		0.00			0.00		0	Parking
05/10	Vic-Van (HA)	0830	1700		0.00			0.00		88.59	Car Rental
05/11	Van-Vic (HA)	0830	1700		0.00	207.00		0.00			Avis, per rental agreement
05/21	Vic-Van (HA)	0830	2359		0.00			0.00	230.84		
05/22	Van-Vic (HA)	0830	1700		0.00		F-D	33.25			
05/31	Vic-Van (HA)	0830	2359		0.00	13.15		0.00	233.82		
06/01	Van-Vic (HA)	0830	1700		0.00			0.00			
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>	
				\$ 0.00	\$ 220.15		\$ 33.25	\$ 464.66	\$ 22	\$ 22	806.65

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
130	29001	30000	5226	2900000	NR	806.65 \$s.22
130			5701			
130						
130						

[illegible]

AMOUNT DUE TO EMPLOYEE

54.	806.65
	\$ 22

<b>45. Employee Signature (See Audit Trail)</b> - 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
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed

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

HA flights with the exception of May 11 were paid by the office purchase card

Page 40 of 81 FIN-2020-02279  
2019-07-02

## Audit Trail for Travel Voucher (Restricted Use) E131372 for Craik, Jason

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/06/12 13:15:22	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2019/06/12 13:15:32	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2019/06/17 10:04:51	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/06/21 11:48:23	Janke, Debra s NR Debra.Janke@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Not Approved	Craik, Jason Jason.Craik@gov.bc.ca
2019/06/28 13:19:56	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2019/06/28 16:43:07	Godfrey, Sam ✓ NR Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E131372 for Craik, Jason

1 note(s) returned.

Created On	Author	Note
2019/06/21 11:48:23	Janke, Debra S NR Debra.Janke@gov.bc.ca	AUDIT TRAIL INDICATES APPROVED BY THE EMPLOYEE RECEIVING REIMBURSEMENT. PLEASE HAVE APPROVED BY ANOTHER EXPENSE AUTHORITY. THANKS.

Production \*\*\* Copyright © Government of British Columbia

~~April 25- Victoria parking (M/C)~~ not eligible-Relocation maximum approved allowance previously paid

~~April 27- Victoria Parking (M/C)~~ not eligible-Relocation maximum approved allowance previously paid

May 10- H/A Vic-Van (P Card)

May 10- National Car Rental Vancouver (M/C)

May 11- H/A Van – Vic (M/C)

May 21- H/A Vic-Van (P Card)

May 21- 1-night stay at <sup>NR</sup> (M/C)

May 22- H/A Van-Vic (P Card)

May 31- H/A Vic-Van (P Card)

May 31- Taxi Van H/A - <sup>NR</sup>

May 31- 1-night stay <sup>NR</sup> (M/C)

June 1- H/A Van-Vic (P Card)

**From:** Leppard, Brianna AGRI:EX  
**To:** Janke, Debra FIN:EX  
**Subject:** RE: E131372 Jason Craik  
**Date:** July 4, 2019 12:03:32 PM  
**Attachments:** E131372 Craik, Jason AVIS Car Rental Receipt.pdf  
Jason's Avis Car Rental Agreement.pdf

---

Hi Debra,

Please see the attached invoices for Jason's Avis rental car for the price of \$88.59. As previously discussed, Jason ended up renting a rental car through AVIS instead of National Car Rental.

Thank you,  
Brianna

---

**From:** Janke, Debra FIN:EX  
**Sent:** July 4, 2019 10:52 AM  
**To:** Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>  
**Subject:** RE: E131372 Jason Craik

Hi Brianna,

A copy of the National Car Rental reservation confirmation for May 10<sup>th</sup> was originally included with the receipts with estimated charges of \$56.34. Per your attached Master Card statement, Jason rented a car from Avis instead of from National? I will need a copy of the rental agreement from Avis indicating dates of rental, charges, taxes, etc. for the charge of \$88.59.

Thanks.

Debra

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** July 3, 2019 8:58 AM  
**To:** Janke, Debra FIN:EX  
**Subject:** RE: E131372 Jason Craik

Hi Debra,

Thanks for being patient.

I have attached Jason's M/C statement showing his AVIS car rental charge on May 13<sup>th</sup>, 2019. As I accidentally wrote the wrong amount/ the wrong date on the original travel voucher, would you mind adjusting it for me showing the charge of \$88.59 on May 13<sup>th</sup>, 2019 please?

Please let me know if you have any questions.



Thank you so much!

Brianna

---

**From:** Janke, Debra FIN:EX  
**Sent:** July 2, 2019 8:31 AM  
**To:** Leppard, Brianna AGRI:EX <[Brianna.Leppard@gov.bc.ca](mailto:Brianna.Leppard@gov.bc.ca)>  
**Subject:** FW: E131372 Jason Craik

Hi Brianna,

Following up for the final billing copy from National Car Rental.

Thanks.

Debra

---

**From:** Janke, Debra FIN:EX  
**Sent:** June 26, 2019 9:21 AM  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** E131372 Jason Craik

Hi Brianna,

The National car rental confirmed reservation copy indicates an estimated total of \$56.34. Please provide a copy of the final billing with proof of payment. Per Core Policy, car rentals over mid-size (class F) requires a brief explanation (rented class G) ie: weather conditions, off road travel etc.

This travel claim has not been paid. Waiting for the re-approval by the expense authority.

Thanks.

Debra

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

**From:** Janke, Debra FIN:EX  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** E131372 Jason Craik  
**Date:** June 24, 2019 11:53:00 AM

---

Hi Brianna,

Are the April 25<sup>th</sup> and 27<sup>th</sup> parking charges claimed on the travel voucher related to Jason's relocation expenses? If so, Jason has been previously paid the maximum approved allowance of \$3,000.00. June 25/19 confirmed by phone with Brianna: parking charges relate to Jason's relocation claim- deduct charges

The April 27<sup>th</sup> interact receipt appears to be the payment for the April 25-27 receipt that was attached. There should be one \$32.00 claim, only, for parking?

Thanks.

Debra

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

RELATES TO RELOCATION-DO NOT PAY

PREVIOUSLY PAID THE MAXIMUM APPROVED ALLOWANCE

ROBBINS PARKING  
VICTORIA AIRPORT

Terminal#:1 Cashier#:39  
04/04/2019 17:37  
04/04/2019 17:04 - 1 23:28  
8348497 / #186906  
Rate 3 : \$ 32.00  
SUBTOTAL : \$ 30.48  
GST : \$ 1.52  
TOTAL : \$ 32.00  
Payment : \$ 32.00

PARKING RECEIPT -  
ST#104-567-276 RT001

RELATES TO RELOCATION-DO NOT PAY  
PREVIOUSLY PAID THE MAXIMUM APPROVED ALLOWANCE

R Plate 186 AIRPORT BOOTH  
1140 Y CURRY BLVD  
DAILY 10:00-18:00 01 151 101 00 1111  
SAATCHI BC 961 504  
250 052-4411

Merchant ID: 607000  
eta ID: 001 Ref ID: 0

## Sale

XXXXXXXXNR

MASTERCARD

Entry Method: Ch

07/27/19

17:04:23

Card #: 000023

Appr Code: 20044

Cardv

Batch#: 11706

Total: \$ 32.0

By entering a verified PIN, cardholder  
agrees to pay issuer such total in  
accordance with issuer's agreement with  
cardholder (Merchant agreement if credit  
voucher).

Retain this copy for statement  
verification.

Location label: Mastercard  
0000000000000000  
160 00 00 00 00 00  
151: 66 00

Customer Copy

- Unsurpassed Mastercard acceptance worldwide makes business purchasing convenient. Use your card for purchases approved by your company
- Consolidated record of business purchasing simplifies reconciliation and tracking - saving you time and hassle and frees up personal card limits
- 24 hours emergency lost and stolen card replacement provides confidence when conducting business
  - In U.S. and Canada, call 1 800 361-3361
  - Elsewhere, call collect 514 877-0330 or GlobalAssist™ at 314 542-7111
- Helpful Mastercard Customer Service provides answers to questions regarding your account. If outside U.S. and Canada, call 416 283-2263

™ Trademark of Mastercard International Inc. Issuer is an authorized user.



**BMO Financial Group**

Page 1 of 2

## Your Corporate Card Statement

**JASON CRAIK** ✓

**PROVINCE OF BC TRAVEL**

→ Stmt. date: **Jun. 3, 2019** → Acct. balance: **NR** → Pymt. due by: **Jul. 3, 2019** → Min. payment: **NR**

### Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
<b>TRANSACTIONS FOR ACCOUNT NUMBER - 5587 0000 0430 4333</b>				
1	May 11	May 11	NR	207.00
2	May 13	May 13	AVIS RENT A CAR ETOBICOKE ON	88.59 ✓
3	May 23	May 23	NR	230.84
4	Jun. 1	Jun. 1		233.82
5	Jun. 3	Jun. 3	INTEREST ADVANCES @ 05.95000% TO 03JUN	0.00
6	Jun. 3	Jun. 3	INTEREST PURCHASES @ 05.95000% TO 03JUN	11.68

NR

Report any items which do not agree with your records within 30 days of statement date.

### Your account at a glance

NR	
Previous balance, May 3	NR
Payments - thank you	
Other credits	
Purchases	
Cash advances/Cheques	
Interest	
Fees	
Other charges	
<b>New account balance, Jun. 3</b>	
<b>Minimum payment due by Jul. 3, 2019</b>	
NR	
<b>Amount you're paying (\$)</b>	<b>\$</b>
Your credit limit	NR
Credit available, Jun. 3	

### Helpful Information

#### Transactions listed in this statement :

Airlines **NR**  
 Hotel  
 Car rental  
 Restaurants  
 Retail  
 Cash advances/Cheques  
 Other

### Interest charges and rates

Item	Purchases / Other	Cash advances/Cheques
Interest charges on this statement (\$)	\$11.68	\$0.00
Annual interest rates next period (%)	5.95000%	5.95000%
Daily interest rates next period (%)	0.01630%	0.01630%

Contact us      Local calls      Toll-free calls Canada & USA      Please address any written enquiries to:

Enquiries: 1 844 506-2235      Mastercard  
 Lost or stolen cards: 514 877-0330      1 800 361-3361      P.O.Box 300 Station M  
 Toronto, ON M6S 4X2

Registered trademark of Bank of Montreal.  
 Registered trademark of Mastercard International Incorporated.



**BMO Financial Group** Page 49 of 81 FIN-2020-02279

JTA4153179-0013257-06629-0001-0001-00-

## Leppard, Brianna AGRI:EX

---

**Subject:** D/O Rental Car, 757 Hornby Street, Vancouver, British Columbia, V6Z 1S2 (BL)  
**Location:** Confirmation #: NR  
**Start:** Sat 2019-05-11 6:00 PM  
**End:** Sat 2019-05-11 6:15 PM  
**Recurrence:** (none)  
**Organizer:** Craik, Jason AGRI:EX ✓

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)

[Download to your Phone](#)

---

### Rental car overview



**AVIS**

Midsize

757 Hornby Street, Vancouver, British Columbia, V6Z 1S2

[Map and directions](#)

### Reservation dates

10 May 2019 - 11 May 2019 ✓

### Itinerary #

### Confirmation

NR

---

### Pick-up and Drop-off

#### Pick-up

10 May, 6:00p ✓

757 Hornby Street, Vancouver, British Columbia, V6Z 1S2

#### When you arrive

Pick-up information- pick-up service is available with automatic confirmation for all cruise ship arrivals with a fee of cad\$10.00. Drop-off information- service is available after 01:00pm to the

cruise ship terminal no additional fees apply. Additional information- customers must follow signs for car rental in the transportation area. Avis representatives meets every cruise ship arrival.

#### Drop-off

11 May, 6:00p ✓

757 Hornby Street, Vancouver, British Columbia, V6Z 1S2

---

### Your rental car

#### Car type

Midsize ✓

Hyundai Elantra or similar

[Read our Fuel Policy.](#)

#### Car amenities

Air conditioning

Automatic transmission

#### Special request

†Special equipment may not be available for all cars or at all rental locations. Expedia will forward your requests to the vendor, but they are only requests and are not guaranteed. We recommend you contact the car rental company directly to confirm availability. Additional fees may apply.

#### Reserved for

JASON CRAIK ✓

---

---

### Price Summary

Due at pick-up: **C\$88.59**

Base Price: C\$63.00

Taxes and Fees: C\$25.59

EST

Unless otherwise specified, rates are quoted in CAD.  
Rental fees are due at pick-up. The total price includes all mandatory taxes and fees.

---

### Expedia Rewards

177 points  
for this trip

**Mileage:** Unlimited mileage

---

## Late fees

The following fees may be charged at the time of rental for additional services.

Extra day: C\$63.00

Extra hour: C\$47.26

---

## Damage protection

You have not purchased any insurance or damage protection plan.

---

## Rules and restrictions

The following rules and restrictions are provided by the car rental company.

The driver must present a valid driver's licenceOpens in a new window and credit card in their name upon pick-up. The credit card is required as a deposit when renting any vehicle. The deposit amount is held by the car rental company. Please ensure sufficient funds are available on the card

International rentals may have different driver licence requirements. An international driving licence is required if the drivers' licence is non-roman alphabet.

Additional charges or restrictionsOpens in a new window may apply for drivers under 25 or over 70

Charges for refuelingOpens in a new window, additional drivers, etc. are not included in the total price

Special equipmentOpens in a new window, such as child seats and GPS, can be purchased upon pick-up (if available)

Geographical restrictions may apply, even for rental contracts that feature unlimited mileage. Some car rental companies do not allow you to take their vehicles across certain domestic or international borders, or may apply an additional charge to do so.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Your rental may have mandatory, local insurance requirementsOpens in a new window that result in additional charges at the time of rental

---



**Leppard, Brianna AGRI:EX**

**Subject:** H/A Flight# 2200 Vic-Van Harbour (BL)  
**Location:** Booking Reference: NR  
  
**Start:** Fri 2019-05-10 4:30 PM  
**End:** Fri 2019-05-10 5:05 PM  
  
**Recurrence:** (none)  
  
**Organizer:** Craik, Jason AGRI:EX


[Check Flight Status](#)
[Manage Flight](#)
[Deals & Specials](#)
[High Flyer Rewards](#)
[My Account](#)

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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	Jason Craik
Company	Min Of Agriculture

### Booking NR

Friday, May 10, 2019 ✓

Flight #2200

16:30 Victoria Harbour / Map

17:05 Vancouver Harbour / Map

Invoice NR

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

<b>35 minutes</b>	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
<b>KK- Confirmed</b>	Sked 200 : VHFC Terminal Fee	\$9.86
	+ Goods and Services Tax	\$9.85
<b>1 Passenger(s) - GoFlex</b>		
Jason Craik, Male ✓	Billing	\$197.15
<a href="#">Add to Calendar</a>	Taxes	\$9.85
	<b>Grand Total</b>	<b>\$207.00</b>

**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.

# Harbour Air Seaplanes

Vancouver (604) 274-1277  
 Victoria (250) 384-2215  
 Nanaimo (250) 714-0004  
 Ganges 1-877-537-9880

Toll-free 1-800-665-0212  
 Website: www.harbourair.com  
 2019-05-11 5:23:22 PM  
 GST: 84295 5858 RT0001

## CUSTOMER COPY

Booking NR

Jason Craik (Min Of Agriculture)  
 Saturday, May 11, 2019 ✓  
 1 Passenger(s)

Flight #225/Twin Otter  
 Departs 18:00 @ Vancouver Harbour ✓  
 Arrives 18:35 @ Victoria Harbour

Invoice #: NR

1x	All Skeds - Baggage : Chec	\$0.00	CDN
1x	Sked 200 : Carbon Offset	\$0.65	CDN
1x	Sked 200 : VHEC Terminal	\$9.86	CDN
1x	Sked 200/300 : (St) GO F	\$186.64	CDN

Goods and Services Tax \$9.85 GST

Grand Total \$207.00 CDN

### Payment Information:

Master Card \$207.00 CDN

Date/Time	2019-05-11 5:23:16 PM
Station	HGXHCS06
Terminal ID	HGXHCC06
Action	Purchase
Card Type	M/C
Card Number	**** * NR ✓
Amount	\$207.00
Authorization	202316
Trace Number	082001001018
Response	00-001/APPROVED: 202316
Chip Application	Mastercard
Chip Label	Mastercard
Chip ID	A0000000041010
TVR/TSI	0000008000/6800

**Leppard, Brianna AGRI:EX**

**From:** reservation@harbourair.com  
**Sent:** May 11, 2019 5:24 PM  
**To:** Leppard, Brianna AGRI: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.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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

Jason Craik

Company

Min Of Agriculture

**Booking** NR

**Saturday, May 11, 2019**
**Flight #225/Twin Otter**
**18:00 Vancouver Harbour / Map**
**18:35 Victoria Harbour / Map**
**35 minutes**
**KK- Confirmed**
**Invoice** NR

**Air Transportation Charges**

Sked 200/300 : (St) GO Flex \$186.64

**Taxes, Fees and Charges**

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

**1 Passenger(s) - GoFlex**

Jason Craik, Male

[Add to Calendar](#)

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

**Grand Total \$207.00****Master Card \$207.00**

Date / Time May 11, 2019 @ 5:23:20 PM

Summary NR

Name CRAIK/JASON. ✓

Expiration NR

Authorization 202316

**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**

**Leppard, Brianna AGRI:EX**

**From:** reservation@harbourair.com  
**Sent:** May 21, 2019 10:11 AM  
**To:** Leppard, Brianna AGRI: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.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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

<b>Account</b>	HAS #	NR
	Name	Jason Craik
	Company	Min Of Agriculture

### Booking NR

**Tuesday, May 21, 2019** ✓

**Flight #2180**

**15:30 Victoria Harbour / Map**

**16:05 Vancouver Harbour / Map**

**35 minutes**

**KK- Confirmed**

Invoice NR

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$198.07

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

**1 Passenger(s) - GoFlex****Jason Craik, Male** ✓[Add to Calendar](#)

+ Goods and Services Tax	\$10.42
Billing	\$208.58
Taxes	\$10.42
<b>Grand Total</b>	<b>\$219.00</b>

**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** NR**Wednesday, May 22, 2019** ✓**Flight #223/Twin Otter****17:00 Vancouver Harbour / Map** **17:30 Victoria Harbour / Map** **30 minutes****KK- Confirmed**

Invoice NR

**Air Transportation Charges**

Sked 200/300 : (Pk) GO Flex \$198.07

**Taxes, Fees and Charges**

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

	+ Goods and Services Tax	\$10.42
<b>1 Passenger(s) - GoFlex</b>		
• Jason Craik, Male	✓	Billing \$208.58
<a href="#">Add to Calendar</a>		Taxes \$10.42
	<b>Grand Total</b>	<b>\$219.00</b>

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

**Baggage:**  
**All routes (except routes listed below)**  
 25 lbs. Guaranteed  
 25 lbs. (space available)  
 \$1/lb. over 50 lbs.(space available)

**Between South Vancouver (YVR), Ganges & Maple Bay**  
 35 lbs. Guaranteed  
 15 lbs. (space available)  
 \$1/lb. over 50 lbs.(space available)

**Between South Vancouver (YVR), Victoria & Nanaimo**  
 50 lbs. Guaranteed  
 \$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**  
 100% cancellation fee if cancelled within 24hrs of  
 departure

## Booking Information

### Domestic Flights

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**



Mr Jason Craik ✓  
s.22

Room Number: NR  
Arrival Date: 05/21/19  
Departure Date: 05/22/19  
Confirmation No.: NR  
Page No.: 1 of 1  
Folio No.: NR  
Custom Ref. No.:  
Invoice No.:  
Cashier No.: 68

Group:

Account No.:

INFORMATION INVOICE 05/22/19

Date	Description	Additional Information	Charges	Credits
✓ 05/21/19	Room Rate - Government, Daily	CSA approved single rate, ok ✓	199.00	
05/21/19	GST Room Tax		9.95	
05/21/19	PST Room Tax		15.92	
05/21/19	MRDT		5.97	
05/22/19	Mastercard	NR 04/23		230.84
I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges.			<b>Total</b>	230.84 <b>(230.84)</b>
			<b>Balance</b>	<b>0.00 CAD</b> ✓

Tax Summary:

GST/HST: 9.95 CAD  
PST ROOM: 15.92 CAD  
PST OTHER: 0.00 CAD  
MRDT: 5.97 CAD  
TRANSLINK PARKING TAX: 0.00 CAD

Total Tax's: 31.84 CAD

Signature: \_\_\_\_\_

NR

**Leppard, Brianna AGRI:EX**

**From:** reservation@harbourair.com  
**Sent:** May 31, 2019 10:46 AM  
**To:** Leppard, Brianna AGRI: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.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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

<b>Account</b>	HAS #	NR
	Name	Jason Craik
	Company	Min Of Agriculture

### Booking NR

Friday, May 31, 2019 ✓

**Flight #2180/ Twin Otter**

**15:30 Victoria Harbour / Map** ✓

**16:05 Vancouver Harbour / Map**

**35 minutes**

**KK- Confirmed**

Invoice NR

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

Sked 200 : Carbon Offset \$0.65

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : VHFC Terminal Fee \$9.86

	+ Goods and Services Tax	\$9.85
<b>1 Passenger(s) - GoFlex</b>		
• Jason Craik, Male ✓	Billing	\$197.15
<a href="#">Add to Calendar</a>	Taxes	\$9.85
	<b>Grand Total</b>	<b>\$207.00</b>

**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure  
(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within  
24 hrs of departure**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

**Between South Vancouver (YVR), Ganges & Maple Bay**

35 lbs. Guaranteed

15 lbs. (space available)

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

**Between South Vancouver (YVR), Victoria & Nanaimo**

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**100% cancellation fee if cancelled within 24hrs of  
departure**Booking Information****Domestic Flights**

**Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

**Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

**Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**

BEL AIR TAXI  
2121 HARTLEY AVENUE  
COQUITLAM BC V3K 6Z3  
6045241111

**SALE**

Server #: 605280

REF#: 00000005

Batch #: 071

SEQ: 071001001005

05/31/19 ✓

17:59:22

APPR CODE: 205922

MASTERCARD

\*\*\*\*\*NR

\*\*/

**AMOUNT** (\$13.15) **\$13.15**  
s.22

00 - APPROVED - 001

Mastercard

AID: A0000000041010

TVR: 00 00 00 80 00

TSt: E8 00

Thank You  
Please Come Again  
BEL AIR TAXI #022  
COQUITLAM BC

CUSTOMER COPY

no meals.

NR

Reservation # NR  
Send To Craik, Jason  
s.22

Phone

Guest Name Craik, Jason ✓

Arrival Date  
05/31/2019

Departure Date  
06/01/2019

Company Name Ministry Of Agriculture & Lands

Room Information NR

Bill To Craik, Jason  
s.22

Folio Number	NR			
Trans Date	Description		Voucher	Amount
<b>Charges</b>				
✓ 05/31/2019	PROVINCIAL GOVERNMENT 2019	CSA approved single rate, ok ✓	NR	199.00
05/31/2019	GST Goods & Services Tax			9.95
05/31/2019	Provincial Sales Tax			21.89
05/31/2019	Destination Marketing Fee			2.57
05/31/2019	GST on DMF			0.13
05/31/2019	MRDT on DMF			0.08
05/31/2019	PST on DMF			0.20
<b>Total Charges</b>				<b>233.82</b>
<b>Payments</b>				
06/01/2019	Mastercard	xxxxxxxxxxxxNR ✓	193615	-233.82
<b>Total Payments</b>				<b>-233.82</b>

**Balance Due 0.00**

NR

**Leppard, Brianna AGRI:EX**

**From:** reservation@harbourair.com  
**Sent:** June 1, 2019 11:17 AM  
**To:** Leppard, Brianna AGRI: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.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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

<b>Account</b>	HAS #	NR
	Name	Jason Craik
	Company	Min Of Agriculture

### Booking NR

**Saturday, June 1, 2019** ✓

**Flight #2110/Twin Otter**

**11:30 Vancouver Harbour / Map**

**12:05 Victoria Harbour / Map**

**35 minutes**

**KK- Confirmed Select Seat #1**

Invoice NR

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

All Skeds: Harbour Air Select Seat \$10.00

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

**1 Passenger(s) - GoFlex****Jason Craik, Male** ✓[Add to Calendar](#)

Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$10.35

Billing	\$207.15
---------	----------

Taxes	\$10.35
-------	---------

<b>Grand Total</b>	<b>\$217.50</b>
--------------------	-----------------

Master Card	\$207.00
-------------	----------

Date / Time	June 1, 2019 @ 11:15:53 AM
-------------	----------------------------

Summary	NR
---------	----

Expiration	
------------	--

Authorization	142741
---------------	--------

Master Card	\$10.50
-------------	---------

Date / Time	June 1, 2019 @ 11:16:30 AM
-------------	----------------------------

Summary	NR
---------	----

Expiration	
------------	--

Authorization	141629
---------------	--------

**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:**



### Travel Voucher (Restricted Use)

Control No.

E131571

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Parmar, Ravi	NR	(250) 387-9699
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Citizens' Services	Ministerial Assistant	3

<b>5. Date Completed</b> 2019/07/18	<b>6. Fiscal Year</b> 2020	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> MA duties covering May 23- July 10	<b>Headquarters</b> Victoria	

## 12. Mailing Address for Cheque

PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	
2019												
05/23	Vic-Nanaimo-Vic	0830	1700	200	110.00			0.00		4.75	Parking	
06/11	Drove to Event	1430	1600		0.00			0.00		* 8.00	Parking	
07/02	Vic-Lytton-Vic(PCMW)	0700	2300	77	42.35	P/Car	F-	51.50	173.38	\$2.22	car rental,parking, taxi, gas	
07/10	Travel in Vic	0900	1230		0.00			0.00		*20.00	Parking, taxi 82.74/16.00/20.00/54.64 2.00/18.00	
<b>TOTALS OF COLUMNS</b>				277 kms	\$ 152.35	\$ 0.00		\$ 51.50	\$ 0.00	\$2.22	<b>Claim Total</b> \$s.22	409.98

[illegible]

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

112

AMOUNT DUE TO EMPLOYEE

54.	409.98
	\$:s 22

<b>45. Employee Signature (See Audit Trail)</b> - 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
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed



## Audit Trail for Travel Voucher (Restricted Use) E131571 for Parmar, Ravi

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/07/18 11:56:01	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Saved	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/18 11:56:16	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Saved	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/18 11:56:26	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Saved	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/18 11:57:23	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Notified	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/26 08:58:50	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Saved	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/26 08:59:00	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Parmar, Ravi Ravi.Parmar@gov.bc.ca	Notified	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2019/07/26 09:19:56	Parmar, Ravi NR Ravi.Parmar@gov.bc.ca		Approved	Russell, Shannon Shannon.Russell@gov.bc.ca
2019/09/03 08:19:55	Russell, Shannon ✓ NR Shannon.Russell@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production \*\*\* Copyright © Government of British Columbia

## Notes for Travel Voucher (Restricted Use) E131571 for Parmar, Ravi

3 note(s) returned.

Created On	Author	Note
2019/07/18 11:56:01	Hubley, Holly NR	May 23 - Travel from Langford to Nanaimo for event. Lunch was provided, no pre diem claimed - Travel back to Langford June 11 - Drove to event and back to leg - Parking at event
2019/07/18 11:56:16	Hubley, Holly NR	July 2nd - Travel to Victoria Airport-fly to Vancouver- Taxi to National Car Rental- Pick up Minister - Drive to Lytton BC for event- Travel back to Vancouver - Drop off Minister- drop off rental car- Fly from Van to Vic- and drive back to Langford - Claim full day per diem July 10 - Went to event paid for parking, taxi back to Leg
2019/07/26 08:58:50	Hubley, Holly NR	**Edits to July 2** -Ravi travelled from home to airport, once back in Victoria, Ravi drove Minister to Hotel and drove from hotel to home. = 77km

Production \*\*\* Copyright © Government of British Columbia

**From:** Hubley, Holly CITZ:EX  
**To:** Janke, Debra FIN:EX  
**Subject:** RE: E131571 Ravi Parmar  
**Date:** September 19, 2019 9:50:33 AM  
**Attachments:** [Itin2WC3KN\\_190626212059659.pdf](#)  
[Electronic ticket receipt, July 02 for MR RAVI PARMAR.pdf](#)

---

Good morning Debra,

Please see attached flights for Ravi Parmar for July 2<sup>nd</sup>.

**Holly Hubley** | Administrative Assistant  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-9699

*In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.*

*Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies.*

---

**From:** Janke, Debra FIN:EX  
**Sent:** September 17, 2019 12:32 PM  
**To:** Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>  
**Subject:** E131571 Ravi Parmar

Hi Holly,

For auditing purpose, please email copy of the air invoice for July 2<sup>nd</sup>.

Thanks.

Debra

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

PLACE FACE UP ON DASH  
Vancouver Island  
Conference Centre  
Lot 429

Expiration Date/Time

05:08 PM  
MAY 23, 2019

Purchase Date/Time: 11:08am May 23, 2019

Total Due: \$4.75 Rate: Park 6 Hours \$4.75

Total Paid: \$4.75 Pmt Type: CC (Swipe)

Ticket #: 00000939

S/N #: 520119010017

Setting: Lot - 429

Mach Name: Lot 429 - 05

\*\*\*\*\*NR, MasterCard

Auth #: 14083

STOB - 5702

May 23<sup>rd</sup>

Travel by personal car

99.7 km

- To Nanaimo

- Parking  
\$ 4.75

Travel by personal car

- To Langford

99.7 km

99.7

x 2

199.4 km = \$ 109.45

I rounded down to 199 for  
the km.

Total 109.45

+ 4.75

114.20

Lunch was provided

- Ravi is not claiming  
any food.

DASH FACE UP PLACE ON DASH FACE UP PLACE ON DASH FACE UP PLACE ON I

Delta Ocean Point Resort  
Welcomes You  
ENTRY TIME

11 JUN 19

15:35

PAID  
\$ 8.00C

69333

1555 NR

1376

UR LE TABLEAU  
DE CÔTÉ VISIBLE

PLACER SUR LE TABLEAU  
DE BORD CE CÔTÉ VISIBLE

PLACER SUR LE TABLEAU  
DE BORD CE CÔTÉ VISIBLE

PLACER SI  
DE BORD C

June  
~~July~~ 11  
Parking  
\$8.00  
STOB 6501

Total 8.00



### Rental Agreement Summary

RA #: NR  
Renter: RAVI PARMAR



### Dates & Times

#### Pickup

Jul 2, 2019  
7:52

#### Return

Jul 2, 2019  
18:52



### Location

4440 COWLEY CRESENT  
RICHMOND, BC V7B 1B8  
6042736572

VANCOUVER INTL AIRPORT  
RICHMOND, BC V7B 0A4  
6336193652



### Vehicle

Make/Model: KIA/SOUL  
Color: BLACK  
Car Class Driven: SCAR  
Car Class Charged: ICAR  
Miles In: 8244  
Mileage: 551  
Fuel In: Full  
License: 622  
Unit #: 7SC9NW

Miles Out: 7693

Fuel Out: Full  
State/Province: BC  
Vehicle #: L7054758



### Charges

#### Price/Unit

#### Total

TIME AND DISTANCE 1 @ \$51.90 / DAY		\$51.90
07/02/2019 - 07/02/2019		
FREE DISTANCE 200 @ \$0.00 / MILE		\$0.00
07/02/2019 - 07/02/2019		
EXCESS DISTANCE 351 @ \$0.05 / MILE		\$17.55
07/02/2019 - 07/02/2019		
CDW-ALLOCATED INCLUDED		
INCLUSIVE		
CUSTOMER FACILITY 1 @ \$5.75 / DAY		\$5.75
CHARGE 5.25/DAY	17.2100%	\$3.02
PREMIUM LOCATION		
CHARGE 17.21 PCT	17.2100%	\$6.78
PREMIUM LOCATION		
CHARGE 17.21 PCT		
PROV VEHICLE	1 @ \$1.50 / DAY	\$1.50
RENTAL TAX		
\$1.50/DAY		
VIF REC 1.10/DAY	1 @ \$1.10 / DAY	\$1.10
PROVINCIAL SALES TAX	7.0000%	\$5.07
GROSS ADP		
SERVICES TAX	5.0000%	\$3.70

Total Charges: \$82.74

Charge To: MASTERCARD xxxNR

Amount Due: \$0.00

Subject to Audit  
Your Emerald Club number is 831362560  
Emerald Club rental credits will be posted  
within 24 hours  
We hope you enjoyed driving your upgraded  
Emerald Club vehicle  
Customer Service Number 1 800 468-3334

National Car rental

\$1 82.74 Richmond - Surrey  
STOB Lytton - Surrey  
5702 Richmond

RICHMOND  
BC V7B 1K3  
(604) 231-8748

GST 0897092912  
PST 1807-5133  
PC0233068:6812601  
TERMINAL: 016812657  
PAYPOINT: 016812601

2019-07-02 18:44

PUMP 07  
REGULAR  
LITRES L 37.197  
PRICE/L \$ 1.469  
FUEL SALES \$ 54.64\*

TOTAL OWED \$ 54.64

TOTAL PAID  
CREDIT CARD \$ 54.64

\* GST INCL. \$ 2.60

MASTERCARD  
\*\*\*\*\*NR C  
AUTH 214454  
PURCHASE  
C 0010010010 00 027

MASTERCARD  
A0000000041010  
0000000000  
E800  
INVOICE 025345

VERIFIED BY PIN

00 APPROVED  
THANK YOU 027

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

LEARN HOW TO  
SAVE 3 CENTS/L  
EVERY DAY AT  
PETRO-CANADA.CA/RBC

GIVE US YOUR  
FEEDBACK.  
CHANCE TO WIN  
FREE GAS FOR A YEAR!  
PETRO-CANADA.CA/HERO

Gas  
\$ 54.64  
STOB =  
5702

July 2 2019

STOB

RICHMOND TAXI #33  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123745  
QB2012374501

SALE

07-02-2019 ✓ 07:36:30  
Acct # \*\*\*\*\* NR C  
Exp Date \*\*/\*\* Card Type MC  
Name: PARMAR/RAVI  
A0000000041010  
Mastercard

Trace # 190002 Operator 133  
Inv. # 133  
Auth # 103630 RRN 001720902

Sale \$20.00

TOTAL **\$20.00**

+++++  
00 APPROVED-THANK YOU  
+++++

Retain this copy for your  
records  
Customer copy

604-272-1111  
Have a nice ride!  
Book online  
www.richmondtaxi.ca  
Book your Taxi through  
Smart Phone/iPhone/Andro  
Free App download  
available  
GST # 139442636 RT0001

VICTORIA  
INTERNATIONAL AIRPORT  
LANE: Long Term Exit 2-11

Paid On: 2019/07/02 22:57  
Ticket #: 217071691  
Paid: \$ **16.00**  
GST: \$ 0.76

CC: MASTERCARD: 5587 7191  
THANK YOU  
Transaction: Approved  
GST # 139456-727581001  
\*\*\*\*\* NR \*  
MASTER CARD  
Purchase 19/07/02 22:57:10  
Seq# 000987 005  
Auth# 015711  
APPROVED

Ravi Drove  
to Vic Airport  
+  
Drove home  
from Vic Airport  
33km to Airport  
+  
33km to home  
= 66km = 36.80

↑ Taxi from  
YVR South to  
National Car rental  
\$ 20.00

↑  
Parking at Victoria Airport  
\$ 16.75  
STOB = 6501



Rental Agreement NR

Invoice #

## Renter Information

### Renter Name

RAVI PARMAR ✓

### Renter Address

VICTORIA, BC V9B 6E1  
CAN

### Contract

PROVINCIAL GOVERNMENT OF BC ✓

### Rental Credits

1 credit has been awarded for this rental

## Vehicle Information

20 SOUL EX 4DR HATCHBACK

License #: S.22

State/Province: BC

Unit #: 7SC9NW

Vehicle #: L7054758

### Vehicle Class Driven

Standard 4-door/Automatic/Air

### Vehicle Class Charged

Intermediate 2 or 4-Door/Automatic/Air

### Odometer Mileage/Kilometers

Starting: 7,693 ✓ Ending: 8,244 ✓  
excess distance over 200 km per day = 351 kms  
Total: 551

Thank you for renting with  
National Car Rental

We appreciate your business!

This email was automatically generated  
from an unattended mailbox, so please do  
not reply to this e-mail.

If you have any questions about your  
rental, please view our Frequently Asked  
Questions or send us a secured message  
by visiting our [Support Center](#)

## Trip Information

### Pickup

Tuesday, July 2, 2019 ✓ 7:52 AM

SOUTH TERMINAL AT YVR (YVR) ✈

4440 COWLEY CRESENT

RICHMOND, BC V7B 1B8

CAN

### Return

Tuesday, July 2, 2019 ✓ 6:52 PM

VANCOUVER INTL ARPT MAIN (YVR) ✈

3866 MCDONALD RD S

RICHMOND, BC V7B 1L8

CAN

## Rental Charges

CSA, ok ✓

Rental Rate	Time & Distance 1 Day at 51.90 CAD / Day	51.90 CAD ✓
	Excess Distance Charge 351 Distance at 0.05 CAD ✓	
	/ Distance	17.55 CAD ✓
	Free Distance	Included
Coverages	Cdw-allocated Inclusive	Included
Taxes and Fees	Customer Facility Charge 5.75/day	Included
	Goods And Services Tax (5.00%)	3.70 CAD
	Provincial Sales Tax (7.00%)	5.07 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Premium Location Charge 17.21 Pct	Included
	Premium Location Charge 17.21 Pct (17.21%)	3.02 CAD
	Vlf Rec 1.10/day	Included
Total		82.74 CAD ✓
(Subject to audit)		
Amount charged on July 2, 2019 to MASTERCARD NR		(59.70 CAD)
Amount charged on July 2, 2019 to MASTERCARD		(23.04 CAD)
Amount Due		-0.00 CAD ✓



July 10<sup>th</sup>

Taxi in Victoria

STOB - 6501

\$ 18.00

BLUEBIRD CABS #56  
2612 QUADRA ST  
VICTORIA BC

NR

CARD \*\*\*\*\*1  
CARD TYPE MASTERCARD  
DATE 2019/07/10 ✓  
TIME 4294 12:17:37  
RECEIPT NUMBER  
C85068620-001-184-005-0

PURCHASE  
TOTAL

**\$18.00**

Mastercard  
A0000000041010  
5B6E55C11F193734  
0000008000-E800  
63810C493B7585A1

**APPROVED**

AUTH# 151737 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE .250.382.2222

WESTPARK - THANK YOU WESTPARK - THANK YOU WESTP

PARKING RECEIPT PARKING RECEIPT

WestPark Lot 702  
4000 SEYMOUR

THIS IS YOUR RECEIPT  
Meter: Lot 702  
Trans: 021947  
Paid: **\$2.00**  
Purchase Time:  
9:19AM JUL 10, 2019 ✓  
License plate:  
s.22

Card: \*\*\*\*\*NR  
Auth: 122028

Expires:

**JUL 10**  
**1:19PM**

PARKING

Total

18.00  
+ 2.00

**20.00**

Parking

STOB = 6501  
\$ 2.00

STOB - 6501 = 20.00



## 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
PARMAR, RAV	\$180.40	\$9.02	\$189.42	\$189.42	\$0.00

## Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P100	02 Jul 2019	07:00 - VICTORIA INT ARPT	07:25 - VANCOUVER - SOUTH	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	PARMAR, RAV	AIF - YYJ	\$15.00	\$0.75	\$15.75
1	PARMAR, RAV	CLASSIC FARE	\$132.08	\$6.80	\$138.88
1	PARMAR, RAV	Security Surcharge	\$7.12	\$0.36	\$7.48
1	PARMAR, RAV	Fuel Surcharge	\$8.00	\$0.40	\$8.40
1	PARMAR, RAV	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	PARMAR, RAV	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	PARMAR, RAV	Carbon Surcharge	\$5.20	\$0.26	\$5.46
<b>Total</b>			<b>\$180.40</b>	<b>\$9.02</b>	<b>\$189.42</b>

## Payment Information

Date	Payer's Name	Amount	Transaction Type	P.O. Number	Receipt	Authorization
26 June 2019	Kathleen Fleurant	\$189.42	MASTERCARD		3060966	172058

Tax Registration: 121386296 RT0001



## Fare Terms and Conditions

### Classic Fare

- 100% non-refundable
- Checked Baggage Fees:
  - For travel on or before April 28, 2019: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
  - For travel on or after April 29, 2019: 1st piece = Free, 2nd piece = \$42.00, 3rd or more/overweight/sized = \$78.75



## eTicket Receipt

Prepared For  
PARMAR/RAVI MR

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

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
02Jul19	WESTJET WS 3185  Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA  Time 22:00 Terminal MAIN TERMINAL	VICTORIA BC, CANADA  Time 22:35	Class ECONOMY Seat Number 05D - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QA5F5FHS Not Valid After 02JUL20

## Allowances

### Baggage Allowance

YVR to YYJ - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

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

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

### Carry On Allowances

YVR to YYJ - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX NR
Fare Calculation Line	YVR WS YYJ250.00CAD250.00END
Fare	CAD 250.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION

	<b>CHARGES)</b>
	<b>CAD 13.46 XG8 (GOODS AND SERVICES TAX (GST))</b>
	<b>CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)</b>
	<b>CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</b>
	<b>CAD 0.25 XG9 (GOODS AND SERVICES TAX (GST))</b>
<b>Total Fare</b>	<b>CAD 287.83</b>

### **Positive identification required for airport check in**

#### **Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

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

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

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)

May 23<sup>rd</sup>

Victoria to Nanaimo-Victoria

Travel 200km = \$110.00

Parking 4.75

$$= 5702 = 114.75$$

June 11

Parking in Victoria = 8.00 = 6501

July 2<sup>nd</sup>

Drove to Airport & Back: 77km: 42.35

Parking At Airport. s.22 16.00

Car rental

82.74

gas

54.69

Taxi

20.00

$$\begin{array}{r} 5702 \\ + 114.75 \\ \hline 5816.75 \end{array}$$

6501

8.00

+ 20.00

28.00

Per Diem - full day = 51.50 - 6531 -

July 10

Taxi \$ 18.00

Parking \$ 2.00 = 20.00 = ~~6501~~

$$\begin{array}{r} 325.18 \\ + 28.00 \\ + 51.50 \\ \hline 404.68 \end{array}$$