



## Control No.

E131944

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Farrance, Melissa	NR	NR
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Education	Ministerial Assistant	3

5. Date Completed 2019/10/08	6. Fiscal Year 2020	7. Special Cheque Issue FET	8. Cheque Stub Information
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Type of Travel In Province	14. Reason for Travel Accompanying MRF	Headquarters Victoria
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## 12. Mailing Address for Cheque

PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

[illegible]

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 25.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00

48.	Client Code 062 062 062 062	49.	Resp. 22001	50.	Service Line 06000	51.	STOB <del>5702</del> 6501	52.	Project 2200000	45.	Supplier Code NR	Amount \$ 25.00
-----	---	-----	----------------	-----	-----------------------	-----	---------------------------------	-----	--------------------	-----	---------------------	--------------------

[illegible][illegible]

<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>
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<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) E131944 for Farrance, Melissa**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/08 15:47:21	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/10/11 15:34:57	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/10/11 15:35:26	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Redirected	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/10/15 13:15:16	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E131944 for Farrance, Melissa**

1 note(s) returned.

Created On	Author	Note
2019/10/08 15:47:21	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	10/04 Taxi to and from Premier Awards

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MF 2019-10-04

BLUEBIRD CABS #4  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/04  
TIME 0759 18:49:26  
RECEIPT NUMBER  
C85033766-001-088-002-0

PURCHASE  
TOTAL

**\$13.00**

MasterCard  
A0000000041010  
DFDA4CF36950F4BE  
0000008000-E800  
A28AC155FB8E29CC

**APPROVED**

AUTH# 07787Z 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

VICTORIA TAXI # 32  
2925 DOUGLAS ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/04  
TIME 3117 14:17:21  
RECEIPT NUMBER  
H85042148-001-001-851-0

PURCHASE  
TOTAL

**\$12.00**

MasterCard  
A0000000041010  
BBE8CE20FFBDCB26  
0000008000-

**APPROVED**

FF/DT 00  
AUTH# 01664Z 01-027  
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS  
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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132019

**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> NR	
<b>Client Organization</b> Education		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/10/18		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b> EFT	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Accompanying MRF		<b>8. Cheque Stub Information</b>	
<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>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
2019	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
10/15	Victoria -Van HA/HJ	0700	1745		0.00
10/11	Vic-Vancouver (HJ)	0800	1430		0.00
*Flights on PCARD					
				<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>
				<b>Claim</b>	<b>Cost</b>
				F-BD	22.75
				F-BD	22.75
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 114.80
				<b>38.</b> \$ 45.50	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 160.30
<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>
062	22001	06000	5701	2200000	NR
062					
062					
062					
<b>Less Travel Advance</b>					<b>Amount</b>
062					\$ 160.30
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 160.30
<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) E132019 for Farrance, Melissa**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/10/18 14:44:19	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/10/21 09:31:34	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/10/23 13:41:05	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132019 for Farrance, Melissa**

1 note(s) returned.

Created On	Author	Note
2019/10/18 14:44:19	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	10/15 Flights on AC CC, Gas, Parking Ticket , LI (Claim for car rental to be submitted separately) 10/11 Flights on AC CC , Taxi, LI

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2019-10-15

Husky



Want great rewards? Visit myHuskyRewards.ca

Powell Street Husky  
1955 Powell Street  
Vancouver BC  
U5L 1J2  
(604) 253-2588  
GST# 849746227  
Retailer ID 4966578  
Rct:41399 2202-9  
Batch:5476-9

2019/10/15 15:41:59

Pump# 9

Eth Regular \$40.00 ✓  
24.405 L @ \$1.639/L  
AMOUNT \$40.00  
HST(Inc Pump) \$1.90

Pre Auth Completion

MasterCard

AID: A00000000041010

\*\*\*\*\*NR C

EXP: \*\*/\*\*

Date: 10/15/2019 ✓

Time: 15:41:59

AUTHCODE:087362 22020920

S148001001004 00 000

TUR: 0000008000 TSI: E800

Approved

Pay with a Triangle  
credit card, collect  
5¢/L in CT Money.  
triangle.ca/Husky



ENJOY DOWNTOWN

## Payment

Space #: 514  
Tariff Zone: Wharf Lot  
Card balance: \$---

60157 Wharf #2

▼ PARKING TIME EXPIRES AT ▼

7:30am on  
10/16/2019

Ticket # 22439/248  
Amount \$15.00 ✓  
GST paid: \$0.71  
Cash 0.00 Card 15.00  
From: 10/15/2019, 7:30am ✓

\$40.00 + \$15.00 = \$55.00

2019-10-11

**BLACK TOP & CHECKER  
CABS**

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

Transaction 24304171

**Total** **CA\$20.00** ✓

CREDIT CARD SALE CA\$20.00  
MASTERCARD NR  
Station: BT367

✓ 11-Oct-2019 9:39:46AM  
CA\$20.00 | Method:  
CONTACTLESS  
MasterCard XXXXXXXXXXXXNR ✓  
Ref #: 928400930941  
Auth #: 08388Z  
MID: \*\*\*\*\*3884  
AID: A0000000041010  
AthNtwkNm: MASTERCARD  
NO CARDHOLDER VERIFICATION  
THANK YOU FOR YOUR BUSINESS

\$20.00+\$19.30+20.50=\$59.80

BLUEBIRD CABS #4  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/11 ✓  
TIME 0636 07:52:33  
RECEIPT NUMBER  
H85033766-001-091-013-0

PURCHASE  
TOTAL

**\$19.30** ✓

MasterCard  
A0000000041010  
64ECDD04DA29D2BA  
0000008000-

**APPROVED**

FF/DT 00  
AUTH# 07009Z 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

**MERCHANT COPY**

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COPY FOR YOUR RECORDS**

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/11 ✓  
TIME 1757 12:03:15  
CLERK ID 1  
INVOICE # 652151  
RECEIPT NUMBER  
H85027815-001-555-006-0

PURCHASE  
TOTAL

**\$20.50** ✓

MasterCard  
A0000000041010  
7269BAB96CE79E5D  
0000008000-

**APPROVED**

AUTH# 09477Z 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

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**604\*871\*1111  
GST\*1054855080  
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VAN TAXI APP**

**604\*871\*1111  
GST\*1054855080  
DOWNLOAD**

**Hansen, Nicole E EDUC:EX**

**Subject:** Harbour Air Flight 204 (check in 7:30 departure 8:00) Booking #<sup>NR</sup>  
**Location:** Victoria - Vancouver

**Start:** Tue 2019-10-15 7:30 AM  
**End:** Tue 2019-10-15 8:35 AM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Farrance, Melissa EDUC:EX

**Categories:** Travel

**Booking** <sup>NR</sup>

Tuesday, October 15, 2019

**Flight #204**08:00 Victoria Harbour / Map 08:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

2 Passenger(s) - GoFlex

- Melissa Farrance, Female
- Robert Fleming, Male

[Add to Calendar](#)**Invoice** <sup>NR</sup>

## Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$403.76

## Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$19.72

+ Goods and Services Tax \$21.22

Billing \$424.78

Taxes \$21.22

**Grand Total \$446.00****GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

**Required Travel Documents:**

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

**Baggage:**

**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

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

35 lbs. Guaranteed

15 lbs. (space available)

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

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

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**

100% cancellation fee if cancelled within 24hrs of departure

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 725 (Check in 4:20 departure 4:40) Booking NR  
**Location:** Vancouver - Victoria  
  
**Start:** Tue 2019-10-15 4:20 PM  
**End:** Tue 2019-10-15 5:15 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Farrance, Melissa EDUC:EX  
  
**Categories:** Travel

### Booking NR

Tuesday, October 15, 2019

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Robert Fleming

[Add to Calendar](#)

#### Invoice NR

FARE-YWH-FULL_Winter2019	\$333.33
+ GST	\$16.67
Billing	\$333.33
Taxes	\$16.67
<b>Grand Total</b>	<b>\$350.00</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



**Tuesday, October 15, 2019**

**725**

**16:40 Vancouver Harbour (Downtown)**

**17:15 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**• Melissa Farrance, Female**

[Add to Calendar](#)

Invoice NR

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 706 (Check in 8:00 departure 8:20) Booking NR  
**Location:** Vic - Van  
  
**Start:** Fri 2019-10-11 8:00 AM  
**End:** Fri 2019-10-11 8:55 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Farrance, Melissa EDUC:EX  
  
**Categories:** Travel

### Booking NR

Friday, October 11, 2019

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Off-Peak

- Melissa Farrance, Female
- Robert Fleming

[Add to Calendar](#)

Invoice #462843

FARE-YWH-FULL_Summer2019	\$457.14
--------------------------	----------

+ GST	\$22.86
-------	---------

Billing	\$457.14
---------	----------

Taxes	\$22.86
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<b>Grand Total</b>	<b>\$480.00</b>
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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)

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 717 (Check in 1:00 departure 1:20) Booking <sup>NR</sup>  
**Location:** Vancouver - Victoria  
  
**Start:** Fri 2019-10-11 1:00 PM  
**End:** Fri 2019-10-11 1:55 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Farrance, Melissa EDUC:EX  
  
**Categories:** Travel

### Booking <sup>NR</sup>

Friday, October 11, 2019

717

13:20 Vancouver Harbour (Downtown)

13:55 Victoria Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Sale

- Melissa Farrance, Female
- Robert Fleming

[Add to Calendar](#)

Invoice #462848

SALE - Seat Sale \$189 \$360.00

+ GST \$18.00

Billing \$360.00

Taxes \$18.00

**Grand Total \$378.00**

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 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)



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132027

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<b>Name</b> Farrance, Melissa			<b>Employee ID</b> NR			<b>Phone Number</b> NR		
<b>Client Organization</b> Education			<b>Job Title</b> Ministerial Assistant			<b>Travel Group Code</b> 3		
<b>5. Date Completed</b> 2019/10/21		<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 MRF				<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 10/15	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	
	<b>Destination</b> Vancouver	<b>Start</b> 0700	<b>End</b> 1745	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b>	<b>Cost</b> 0.00
							<b>Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>
								<b>Cost</b> 44.14
								<b>Describe</b> Car Rental (National)
								*Supplemental to E132019
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00
							<b>39.</b> \$ 0.00	<b>40.</b> \$ 44.14
								<b>Claim Total</b> \$ 44.14
<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> \$ 44.14	
<b>Less Travel Advance</b> 062								
								<b>54.</b> \$ 44.14
<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) E132027 for Farrance, Melissa**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/10/21 15:30:59	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/10/21 16:05:11	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/10/23 13:40:01	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132027 for Farrance, Melissa**

1 note(s) returned.

Created On	Author	Note
2019/10/21 15:30:59	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	10/15 Car Rental supplemental to claim E132019

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999 CANADA PL  
VANCOUVER, BC V6C 3B5  
Federal GST# :889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

NR

16/10/2019

Approved car rental rate

**BILLING DETAIL**

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	38.00 ✓	38.00

Subtotal 38.00

PROV VEHICLE RENTAL TAX 1.50/DAY 1 DAY 1.50 1.50

PROVINCIAL SALES TAX PCT 7.00 2.66

GOODS AND SERVICES TAX PCT 5.00 1.98

**Total Charges (CAD) 44.14**

**PAYMENTS**

Payment Master Card -44.14 ✓

**Total Payments (CAD) -44.14**

**Amount Due (CAD) 0.00** ✓

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

**BILL TO**

MELISSA FARRANCE  
PARLIAMENT BUILDINGS ROOM 124  
PO BOX 9045 STN PROV GOVT  
VICTORIA, BC - V8W 9E2

**RENTAL INFORMATION**

Date/Time Out	Start Charges	Date/Time In
10/14/2019 19:09	10/15/2019 08:00	10/16/2019 08:00

**Renter**

FARRANCE, MELISSA ✓

**RENTAL VEHICLES**

Color	License	Model	Unit	Miles/Kms Out	Miles/Kms In
✓ BLACK	s.22	MAXIMA	7SXX9W	30,820	30,999

VIN: 1N4AA6AV9KC368554

**CLAIM INFORMATION**

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

NR

**For Billing Inquiries / Payment Terms :**

Tel#:+1 6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

**Please Return This Portion With Remittance**

**Remit To :**

ENTERPRISE RENT-A-CAR  
13160 88 AVE  
SURREY, BC V3W 3K3

**Amount Due (CAD)**

0.00

**Paid By:**

MELISSA FARRANCE  
PARLIAMENT BUILDINGS ROOM 124  
PO BOX 9045 STN PROV GOVT  
VICTORIA, BC V8W 9E2

**Account #**

**Rental Agreement**  
NR

**Amount**  
0.00

**GPBR**  
C483



## Control No.

E132182

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Farrance, Melissa	NR	NR
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Education	Ministerial Assistant	3

<b>5. Date Completed</b> 2019/11/12	<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 MRF with Travel		<b>Headquarters</b> Victoria

PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport	20. & 21. Meals		22. Lodging	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Describe
2019	* PCard										
11/04	* Vancouver (HJ)	1500	2359		0.00	27.00	F-BL	30.50	257.32		
11/05	Vancouver	0000	2359		0.00		F-BL	30.50	257.32		
11/06	* Victoria (HJ)	0000	1600		0.00	17.00	F-BLD	12.25			
10/25	* Vancouver-rtn(HJ)	0830	1700		0.00		F-BD	22.75			

	36.	37.		38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 44.00		\$ 96.00	\$ 514.64	\$ 0.00	\$ 654.64

48.	Client Code 062 062 062 062	49.	Resp. 22001	50.	Service Line 06000	51.	STOB 570201	52.	Project 2200000	45.	Supplier Code NR	Amount \$ 654.64
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[illegible][illegible]

<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>
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<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>
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**Audit Trail for Travel Voucher (Restricted Use) E132182 for Farrance, Melissa**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/12 16:16:53	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/11/13 11:41:41	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/11/14 10:12:06	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132182 for Farrance, Melissa

1 note(s) returned.

Created On	Author	Note
2019/11/12 16:16:53	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	11/04 Flights on AC CC, Hotel, Taxi D,I 11/05 I,D, Hotel 11/06 Flights on AC CC, I 10/25 Flights on AC CC. L,I

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

Grant, Lisa EDUC:EX

Nov-4th MF

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** November 4, 2019 3:30 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>	<b>Customer #</b>	<b>NR</b>
	<b>Name</b>	Melissa Farrance

#### Booking **NR**

**Monday, November 4, 2019**

**722**

**15:50 Victoria Harbour (Downtown)**

**16:25 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Melissa Farrance, Female**

[Add to Calendar](#)

Invoice #474906

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

Mastercard \$249.99

Date / Time November 4, 2019 @ 3:29:58 PM

Summary NR

Expiration

Authorization 086611

Nov. 4th 2019

BLUEBIRD CABS #9  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/04  
TIME 1605 09:10:04  
RECEIPT NUMBER  
H85069235-001-130-003-0

PURCHASE  
TOTAL

**\$16.50**

MasterCard  
A0000000041010  
0EC0BA9474EE023F  
0000008000-

**APPROVED**

AUTH# 00131Z 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240032

\*\*\*\* PURCHASE \*\*\*\*  
11-04-2019 15:28:22  
Acct # \*\*\*\*\*NR RF  
Card Type MC  
A0000000041010 MasterCard

Operator: 139  
Trace # 2451  
Inv. # 139  
Auth # 04685Z RRN 001928009

Total \$10.50

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

NR

Above CSA Rate  
Minister's Approval Required

Room : NR  
Folio # :  
Invoice # :  
Cashier # : 604785  
Page # : 1 of 1

Ms Melissa Farrance  
BC  
Canada

Arrival : 11-04-19  
Departure : 11-06-19

Date	Description	Additional Information	Charges	Credits
11-04-19	Room Charge		219.00	
11-04-19	Destination Marketing Fee		2.83	
11-04-19	Room PST		24.40	
11-04-19	Room GST		11.09	
11-05-19	Room Charge		219.00	
11-05-19	Destination Marketing Fee		2.83	
11-05-19	Room PST		24.40	
11-05-19	Room GST		11.09	
11-06-19	Mastercard	XXXXXXXXXXXXNR XX/XX		514.64
Total			514.64	514.64
Balance Due			0.00	

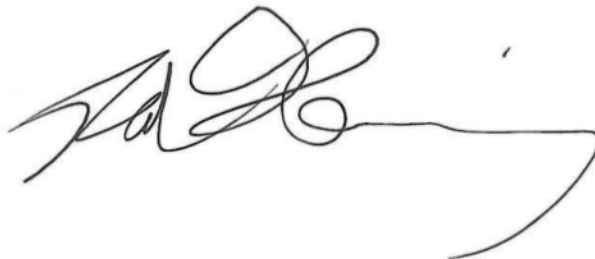
GST Summary

Room : 22.18  
F&B : 0.00  
Other : 0.00  
Total : 22.18

HST Summary

Room : 0.00  
F&B : 0.00  
Other : 0.00  
Total : 0.00

NR



NR

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.

Overdue balances are subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

NR

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 721 (Check in 2:40 departure 3:00) booking NR  
**Location:** Vancouver - Victoria  
  
**Start:** Wed 2019-11-06 2:40 PM  
**End:** Wed 2019-11-06 3:35 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Farrance, Melissa EDUC:EX  
  
**Categories:** Travel

### Booking NR

**Wednesday, November 6, 2019**

**721**

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

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

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Robert Fleming**

[Add to Calendar](#)

Invoice #461696

FARE-YWH-FULL\_Winter2019 \$666.66

+ GST \$33.34

Billing \$666.66

Taxes \$33.34

**Grand Total \$700.00**

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

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

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

### Booking NR

**Wednesday, November 6, 2019**

**721**

Invoice #474907

FARE-YWH-FULL\_Winter2019 \$333.33

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

+ GST

\$16.67

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

**35 minutes**

Billing

\$333.33

Taxes

\$16.67

**Confirmed**

**Grand Total**

**\$350.00**

**1 Passengers - Full-Fare**

**Melissa Farrance, Female**

[Add to Calendar](#)

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

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

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

2019-11-06

BLUEBIRD CABS #89  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/06  
TIME 3271 16:55:20  
RECEIPT NUMBER  
H85069252-001-090-001-0

-----  
PURCHASE  
TOTAL

\$17.00  
-----

MasterCard  
A0000000041010  
075B1E387BDF614A  
0000008000-

**APPROVED**

FF/DT 00  
AUTH# 05619Z 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PHONE.250.382.2222



## Hansen, Nicole E EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 22, 2019 3:07 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	Melissa Farrance

### Booking NR

**Friday, October 25, 2019**

**710**

**09:35 Victoria Harbour (Downtown)**

**10:10 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Melissa Farrance, Female**

**[Add to Calendar](#)**

Invoice #456102

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

Booking **NR**

Friday, October 25, 2019

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

• Melissa Farrance, Female

[Add to Calendar](#)

Invoice #456103

FARE-YWH-FULL\_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

**Grand Total**

**\$350.00**

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

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

Failure to change 1 hour prior or check-in 20 minutes prior to departure  
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(additional cancellation fees may apply)

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

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:

R102320165



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132131

**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																																																																																																																																																																							
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FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2019Nov15  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E132131 for Andrews, Scott**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/05 13:38:51	Grant, Lisa NR Lisa.Grant@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/11/05 13:40:35	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/11/08 12:02:33	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132131 for Andrews, Scott

1 note(s) returned.

Created On	Author	Note
2019/11/05 13:38:51	Grant, Lisa NR Lisa.Grant@gov.bc.ca	11/01 - Flight paid for on AC CC, taxi to flight, s.22 no additional claims 11/02 - DI, lodging 11/03 - BI, flight paid for on AC CC

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BLUEBIRD CABS #32  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/01  
TIME 1548 15:31:38  
RECEIPT NUMBER  
H85021050-001-344-006-0

PURCHASE  
TOTAL

\$9.40

VISA CREDIT  
A0000000031010  
39080443FC71578F  
0000000000-

APPROVED

AUTH# 041561 C1-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 30, 2019 3:22 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	Scott Andrews
	Company	Government Of British Columbia

### Booking NR

**Friday, November 1, 2019**

**724**

**16:20 Victoria Harbour (Downtown)**

**16:55 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Scott Andrews, Male**

[Add to Calendar](#)

Invoice #472160

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

one-way travel.

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

Booking **NR**

**Sunday, November 3, 2019**

Invoice #475170

**787**

FARE-YWH-OffPeak\_Winter2019 \$238.09

**15:30 Vancouver Harbour (Downtown)**

+ GST \$11.90

**16:05 Victoria Harbour (Downtown)**

Billing \$238.09

**35 minutes**

Taxes \$11.90

**Grand Total \$249.99**

**Confirmed**

**1 Passengers - Off-Peak**

**Scott Andrews, Male**

[Add to Calendar](#)

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

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

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

Booking **NR**

**Wednesday, November 6, 2019**

Invoice #474696

**727**

**17:10 Vancouver Harbour (Downtown)**

**17:45 Victoria Harbour (Downtown)**

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



**35 minutes**

**Cancelled**

**1 Passengers - Full-Fare**

**Scott Andrews, Male**

[Add to Calendar](#)

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](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:**

Due to the configuration and space of the helicopter, Helijet does not accept the carriage of any animals in the passenger cabin nor cargo hold, including Special Assistance Animals. Please visit our website for details.

**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)

Room : NR  
 Folio # :  
 Invoice # :  
 Cashier # : 52  
 Page # : 1 of 1

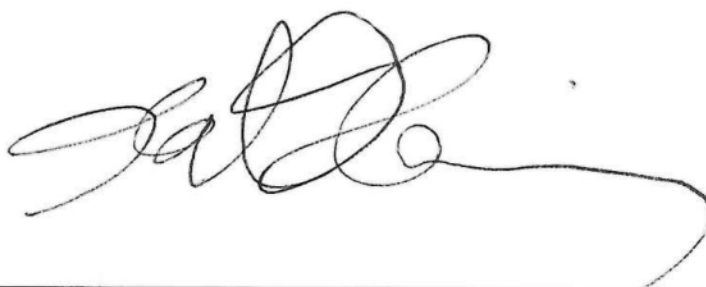
Mr Scott Andrews  
 301-501 Belleville Street, PO Box 9060, Str  
 Victoria BC V8W 9E2  
 Canada

Arrival : 11-02-19  
 Departure : 11-03-19

Date	Description	Additional Information	Charges	Credits
11-02-19	Room Charge		189.00	
11-02-19	Destination Marketing Fee		2.44	
11-02-19	Room PST		21.06	
11-02-19	Room GST		9.57	
11-03-19	Visa	XXXXXXXXXXXXNR XX/XX		222.07
Total			222.07	222.07
Balance Due			0.00	

ST Summary		HST Summary	
Room :	9.57	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	9.57	Total :	0.00

NR



## Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** November 3, 2019 1:51 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	Scott Andrews
	Company	Government Of British Columbia

### Booking NR

**Sunday, November 3, 2019**

**787**

**15:30 Vancouver Harbour (Downtown)**

**16:05 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Scott Andrews, Male**

[Add to Calendar](#)

Invoice #475170

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

Mastercard \$249.99

Date / Time November 3, 2019 @ 1:50:23 PM

Summary NR

Expiration

Authorization

040321

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.

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GST#:

R102320165

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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)



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132188

**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> 2019/11/13		<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 MRF				<b>Headquarters</b> Victoria																									
<b>12. Mailing Address for Cheque</b>																															
<table border="1"> <tr> <td rowspan="2"><b>16. Travel Dates</b> 2019 11/08</td> <td colspan="3"><b>17. Places Travelled</b> *PCard</td> <td colspan="2"><b>18. Personal Vehicle Use</b></td> <td><b>19. Other Transport Costs</b></td> <td colspan="2"><b>20. &amp; 21. Meals</b></td> <td><b>22. Lodging Costs</b></td> <td colspan="2"><b>20. &amp; 21. Miscellaneous</b></td> </tr> <tr> <td><b>Destination</b> * Vancouver (HJ)</td> <td><b>Start</b> 0620</td> <td><b>End</b> 1600</td> <td><b>Km</b></td> <td><b>Cost</b> 0.00</td> <td>26.45</td> <td><b>Claim</b> F-LD</td> <td><b>Cost</b> 22.75</td> <td></td> <td><b>Cost</b></td> <td><b>Describe</b></td> </tr> </table>									<b>16. Travel Dates</b> 2019 11/08	<b>17. Places Travelled</b> *PCard			<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> * Vancouver (HJ)	<b>Start</b> 0620	<b>End</b> 1600	<b>Km</b>	<b>Cost</b> 0.00	26.45	<b>Claim</b> F-LD	<b>Cost</b> 22.75		<b>Cost</b>	<b>Describe</b>
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<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 26.45		<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 49.20																					
<b>48. Client Code</b> 062 062 062 062		<b>49. Resp.</b> 22001		<b>50. Service Line</b> 06000		<b>51. STOB</b> 579201		<b>52. Project</b> 2200000		<b>45. Supplier Code</b> NR																					
										<b>Amount</b> \$ 49.20																					
<b>Less Travel Advance</b> 062																															
										<b>54.</b> \$ 49.20																					
<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) E132188 for Andrews, Scott**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/11/13 15:45:44	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/11/13 15:53:20	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/11/14 10:11:39	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) E132188 for Andrews, Scott

1 note(s) returned.

Created On	Author	Note
2019/11/13 15:45:44	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	11/08 Taxi, BI

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

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 702 (Check in 6:40am departure 7:00am) Booking NR  
**Location:** Victoria - Vancouver  
**Start:** Fri 2019-11-08 6:40 AM  
**End:** Fri 2019-11-08 7:35 AM  
**Recurrence:** (none)  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Categories:** Travel

### Booking NR

**Friday, November 8, 2019**

**702**

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

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

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

• Robert Fleming

[Add to Calendar](#)

Invoice #462663

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

### Booking NR

**Friday, November 8, 2019**

**702**

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

Invoice #462667

FARE-YWH-FULL\_Winter2019 \$666.66

+ GST \$33.34

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

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

• **Scott Andrews, Male**

[Add to Calendar](#)

Billing	\$666.66
Taxes	\$33.34
<b>Grand Total</b>	<b>\$700.00</b>

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

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2019 - 11 - 08  
SA.

BLUEBIRD CABS #48  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/08  
TIME 8247 06:25:47  
RECEIPT NUMBER  
H85038392-001-368-004-0

-----  
PURCHASE  
TOTAL

**\$13.00**  
-----

VISA CREDIT  
A0000000031010  
0E18FFEEF8E04FFD  
0000000000-

**APPROVED**

AUTH# 064431 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

MACLURE'S CAB 8  
1275 75TH AVE W  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/08  
TIME 5320 13:58:05  
CLERK ID 1  
RECEIPT NUMBER  
H85034273-001-150-007-0

-----  
PURCHASE  
AMOUNT \$13.45

s.22

VISA CREDIT  
A0000000031010  
EBE9EA6D378E4631  
0000000000-

**APPROVED**

AUTH# 041691 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Flt 719 (Check in 1:50pm departure 2:10pm)  
**Location:** Vancouver - Victoria  
**Start:** Fri 2019-11-08 1:50 PM  
**End:** Fri 2019-11-08 2:45 PM  
**Recurrence:** (none)  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Categories:** Travel

### Booking s.22

**Friday, November 8, 2019**

**719**

**14:10 Vancouver Harbour (Downtown)**

**14:45 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

• Robert Fleming

[Add to Calendar](#)

Invoice #462668

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

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

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

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### Booking s.22

**Friday, November 8, 2019**

**719**

**14:10 Vancouver Harbour (Downtown)**

**14:45 Victoria Harbour (Downtown)**

**35 minutes**

Invoice #462669

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

**Confirmed**

**1 Passengers - Off-Peak**  
**Scott Andrews, Male**

[Add to Calendar](#)

Taxes	\$11.90
<b>Grand Total</b>	<b>\$249.99</b>

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

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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132227

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<b>5. Date Completed</b> 2019/11/20		<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 MRF			<b>Headquarters</b> Victoria																		
<b>12. Mailing Address for Cheque</b>																							
<table border="1"> <tr> <td rowspan="2"><b>16. Travel Dates</b> 2019 11/15</td> <td colspan="3"><b>17. Places Travelled</b> *PCard</td> <td rowspan="2"><b>18. Personal Vehicle Use</b> Km Cost 0.00</td> <td rowspan="2"><b>19. Other Transport Costs</b> 83.00</td> <td colspan="2"><b>20. &amp; 21. Meals</b></td> <td rowspan="2"><b>22. Lodging Costs</b></td> <td colspan="2"><b>20. &amp; 21. Miscellaneous</b></td> </tr> <tr> <td><b>Destination</b> *Vancouver(HJ)</td> <td><b>Start</b> 0630</td> <td><b>End</b> 1445</td> <td><b>Claim</b> F-LD</td> <td><b>Cost</b> 22.75</td> <td><b>Cost</b></td> <td><b>Describe</b></td> </tr> </table>						<b>16. Travel Dates</b> 2019 11/15	<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b> Km Cost 0.00	<b>19. Other Transport Costs</b> 83.00	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		<b>Destination</b> *Vancouver(HJ)	<b>Start</b> 0630	<b>End</b> 1445	<b>Claim</b> F-LD	<b>Cost</b> 22.75	<b>Cost</b>	<b>Describe</b>
<b>16. Travel Dates</b> 2019 11/15	<b>17. Places Travelled</b> *PCard			<b>18. Personal Vehicle Use</b> Km Cost 0.00	<b>19. Other Transport Costs</b> 83.00		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>			<b>20. &amp; 21. Miscellaneous</b>											
	<b>Destination</b> *Vancouver(HJ)	<b>Start</b> 0630	<b>End</b> 1445			<b>Claim</b> F-LD	<b>Cost</b> 22.75	<b>Cost</b>		<b>Describe</b>													
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 83.00		<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 105.75													
<b>48. Client Code</b> 062 062 062 062		<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000	<b>51. STOB</b> 579201	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 105.75															
<b>Less Travel Advance</b> 062																							
									<b>54.</b> \$ 105.75														
<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) E132227 for Andrews, Scott**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/20 14:47:54	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/11/20 14:56:31	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/11/20 15:42:51	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132227 for Andrews, Scott**

1 note(s) returned.

Created On	Author	Note
2019/11/20 14:47:54	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	11/15 Flights on AC CC, B I, Taxi

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2019-11-20  
\$ 83.00  
SA.

RICHMOND TAXI #57  
2440 SHELL RD V6X2P1  
RICHMOND BC  
23352849  
QB2335284903

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

**SALE**

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/15  
TIME 1116 13:07:39  
CLERK ID 1  
INVOICE # 5005  
RECEIPT NUMBER  
H85026414-001-374-011-0  
-----  
PURCHASE  
TOTAL

**\$8.00**  
-----

VISA CREDIT  
A0000000031010  
DD855A74F0505A27  
0000000000-

**APPROVED**

FF/DT 20  
AUTH# 022021 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

11-15-2019 11:12:41  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type VI  
Name: /  
A0000000031010  
VISA CREDIT

Trace # 420006 Operator 157  
Inv. # 157  
Auth # 072431 RRN 001143006

Sale \$38.00

**TOTAL \$38.00**

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

Retain this copy for your  
records  
Customer copy

YELLOW CAB #223  
1441 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/15  
TIME 0298 08:34:15  
CLERK ID 1  
RECEIPT NUMBER  
H85062801-001-018-556-0  
-----

PURCHASE  
TOTAL

**\$37.00**  
-----

VISA CREDIT  
A0000000031010  
C8BEF823293B53A0  
0000000000-

**APPROVED**

AUTH# 024661 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST105762447RT0001

2019-11-15  
SA

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** November 15, 2019 8:53 AM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

**Lisa Grant**



Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <[PassengerServices@helijet.com](mailto:PassengerServices@helijet.com)>  
**Sent:** November 15, 2019 6:39 AM  
**To:** Grant, Lisa EDUC:EX <[Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)>  
**Subject:** Thank you for choosing to take off with Helijet!

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

**Customer Information**

<b>Account</b>	Customer #	NR
	Name	Scott Andrews
	Company	Government Of British Columbia

**Booking** NR

**Friday, November 15, 2019**

Invoice #468107

FARE-YWH-FULL\_Winter2019

\$333.33

702	+ GST	\$16.67
-----	-------	---------

07:00 Victoria Harbour (Downtown)

07:35 Vancouver Harbour (Downtown)

Billing	\$333.33
---------	----------

Taxes	\$16.67
-------	---------

35 minutes

<b>Grand Total</b>	<b>\$350.00</b>
--------------------	-----------------

Confirmed

Mastercard	\$350.00
------------	----------

1 Passengers - Full-Fare

• Scott Andrews, Male

Date / Time November 15, 2019 @ 6:37:54 AM

Summary NR

Expiration

Authorization 077044

[Add to Calendar](#)

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

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

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

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

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](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.

## Hansen, Nicole E EDUC:EX

**From:** Grant, Lisa EDUC:EX  
**Sent:** November 15, 2019 1:48 PM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

### Lisa Grant



BRITISH  
COLUMBIA

Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <[PassengerServices@helijet.com](mailto:PassengerServices@helijet.com)>  
**Sent:** November 15, 2019 1:10 PM  
**To:** Grant, Lisa EDUC:EX <[Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)>  
**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

Friday, November 15, 2019

Invoice #472440

SALE - Seat Sale \$209

\$199.05

717	+ GST	\$9.95
-----	-------	--------

13:30 Vancouver Harbour (Downtown)

14:05 Victoria Harbour (Downtown)

Billing	\$199.05
---------	----------

Taxes	\$9.95
-------	--------

35 minutes

<b>Grand Total</b>	<b>\$209.00</b>
--------------------	-----------------

Confirmed

Mastercard	\$209.00
------------	----------

1 Passengers - Sale

· Scott Andrews, Male

Date / Time	November 15, 2019 @ 1:08:56 PM
-------------	--------------------------------

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

Expiration

Authorization	081672
---------------	--------

[Add to Calendar](#)

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

GST#:

R102320165

Passenger Travel Information:

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



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132312

**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> NR	
<b>Client Organization</b> Education		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/12/04		<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 MRF			<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 11/29	<b>17. Places Travelled</b> *PCard <b>Destination</b> * Vancouver (HJ) <b>Start</b> 0730 <b>End</b> 1420			<b>18. Personal Vehicle Use</b> <b>Km</b>  <b>Cost</b> 0.00	<b>19. Other Transport Costs</b>  26.00
				<b>20. &amp; 21. Meals</b> <b>Claim</b> F-BD <b>Cost</b> 22.75	<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> \$ 26.00
				<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 48.75
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000	<b>51. STOB</b> 579201	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> NR
					<b>Amount</b> \$ 48.75
<b>Less Travel Advance</b> 062					
					<b>54.</b> \$ 48.75
<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> 	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2019Dec17  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E132312 for Farrance, Melissa**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/04 14:31:02	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/12/04 14:32:24	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/12/05 10:27:43	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/10 10:43:10	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132312 for Farrance, Melissa**

1 note(s) returned.

Created On	Author	Note
2019/12/04 14:31:02	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	11/29 Flights on AC CC, LI, TAXI, Flight on AC CC

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MF 2019-11-29  
VIC-VAN

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** December 2, 2019 9:05 AM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

For MF's travel claim

**Lisa Grant**



BRITISH  
COLUMBIA

Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <[PassengerServices@helijet.com](mailto:PassengerServices@helijet.com)>  
**Sent:** November 29, 2019 7:34 AM  
**To:** Grant, Lisa EDUC:EX <[Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)>  
**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	Melissa Farrance

**Booking** NR

Friday, November 29, 2019	Invoice #473984	
704	FARE-YWH-FULL_Winter2019	\$333.33
	+ GST	\$16.67

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

Billing \$333.33

Taxes \$16.67

35 minutes

**Grand Total \$350.00**

Confirmed

Mastercard \$350.00

1 Passengers - Full-Fare

Melissa Farrance, Female

Date / Time November 29, 2019 @ 7:33:09 AM

Summary NR

Expiration

Authorization 064700

Add to Calendar

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

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

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

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

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](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.

2019-11-29 MF.

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/29  
TIME 0413 08:55:37  
CLERK ID 1  
INVOICE # 3275  
RECEIPT NUMBER  
H85077546-001-461-005-0  
-----

PURCHASE  
TOTAL

**\$16.00**  
-----

MasterCard  
A0000000041010  
9A7068D3FF615634  
0000008000-

**APPROVED**

FF/DT 00  
AUTH# 06124Z 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**BLACK TOP & CHECKER  
CABS**

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

Transaction 23104010

**Total CA\$10.00**

CREDIT CARD SALE CA\$10.00

MASTERCARD NR

Station: BT356

29-Nov-2019 12:48:43PM

CA\$10.00 | Method:

CONTACTLESS

MasterCard XXXXXXXXXXXX<sup>NR</sup>

Ref #: 933300851511

Auth #: 05299Z

MID: \*\*\*\*\*3884

AID: A0000000041010

AthNtwkNm: MASTERCARD

NO CARDHOLDER VERIFICATION

THANK YOU FOR YOUR BUSINESS

NR

2019-11-29 MF  
VAN - VIC

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** December 2, 2019 9:00 AM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

For MF's travel claim

**Lisa Grant**



Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** November 29, 2019 12:52 PM  
**To:** Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>  
**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

Melissa Farrance

**Booking** NR

**Friday, November 29, 2019**

Invoice #473986

**717**

FARE-YWH-FULL\_Winter2019

\$333.33

+ GST

\$16.67

13:20 Vancouver Harbour (Downtown)

13:55 Victoria Harbour (Downtown)

Billing \$333.33

Taxes \$16.67

35 minutes

**Grand Total \$350.00**

Confirmed

Mastercard \$350.00

1 Passengers - Full-Fare

Melissa Farrance, Female

Date / Time November 29, 2019 @ 12:51:46 PM

Summary NR

Add to Calendar

Expiration

Authorization 093636

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

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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.

ED20EXESLP39



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132313

**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> 2019/12/04		<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 MRF			<b>Headquarters</b> Victoria																																																																						
<b>12. Mailing Address for Cheque</b>																																																																											
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th colspan="2"></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> <td>* Sechelt (HA)</td> <td>1330</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-BL</td> <td>30.50</td> <td></td> <td>136.85</td> <td>140.09</td> <td>Car Rental</td> </tr> <tr> <td>12/01</td> <td></td> <td>* Victoria (HA)</td> <td>0000</td> <td>1630</td> <td></td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12/02</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous				Destination	Start	End	Km	Cost		Claim	Cost		Cost	Cost	Describe	2019		* Sechelt (HA)	1330	2359		0.00		F-BL	30.50		136.85	140.09	Car Rental	12/01		* Victoria (HA)	0000	1630		0.00		F-D	33.25					12/02													
16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous																																																															
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2019		* Sechelt (HA)	1330	2359		0.00		F-BL	30.50		136.85	140.09	Car Rental																																																														
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12/02																																																																											
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 86.00		<b>38.</b> \$ 63.75	<b>39.</b> \$ 136.85	<b>40.</b> \$ 140.09	<b>Claim Total</b> \$ 426.69																																																																
<b>48. Client Code</b> 062 062 062 062		<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000		<b>51. STOB</b> 5702	<b>52. Project</b> 2200000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 426.69																																																																	
<b>Less Travel Advance</b> 062																																																																											
<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b> \$ 426.69																																																																	
<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>																																																																			

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2019Dec17  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E132313 for Andrews, Scott**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/12/04 15:02:30	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/12/04 15:09:43	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/10 10:42:58	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132313 for Andrews, Scott

1 note(s) returned.

Created On	Author	Note
2019/12/04 15:02:30	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/01 Flight on AC CC, Taxi, DI, Hotel 12/02 BLI, Flight on AC CC to Nanimo. Due to weather wouldn't fly to Vic, Car rental from Nanimo to Victoria.

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## Hansen, Nicole E EDUC:EX

**Subject:** Harbour Air Flt 508/1321 (Check in 1:55pm departure 2:20pm) Booking :NR  
**Location:** Victoria - Sechelt  
**Start:** Sun 2019-12-01 1:55 PM  
**End:** Sun 2019-12-01 4:05 PM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Andrews, Scott EDUC:EX  
**Categories:** Travel

### Booking NR

Sunday, December 1, 2019

#### Flight #508

14:20 Victoria Harbour / Map 

14:50 Richmond (YVR South) / Map 

#### Flight #1321

15:45 Richmond (YVR South) / Map 

16:05 Sechelt (Sunshine Coast) / Map 

1 hour(s), 45 minutes

KK- Confirmed

2 Passenger(s) - GoFlex

- Robert Fleming, Male
- Scott Andrews, Male

[Add to Calendar](#)

#### Invoice NR

##### Air Transportation Charges

Sked 1300/500 : Thru Fare \$479.98

##### Taxes, Fees and Charges

Sked 1300/500 : Thru Fare Carbon Offset \$2.70

+ Goods and Services Tax \$24.14

Billing \$482.68

Taxes \$24.14

**Grand Total \$506.82**

#### GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

#### Required Travel Documents:

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

#### Baggage:

All routes (except routes listed below)

2019-12-01  
SA

COAST TAXI  
PO BOX 1471  
SECHLT BC

CARD .....NR  
CARD TYPE VISA  
DATE 2019/12/01  
TIME 8433 16:53:40  
RECEIPT NUMBER  
C85030614-001-001-337-0

PURCHASE  
TOTAL

\$75.00

VISA CREDIT  
A0000000031010  
C55E2AC5436281C6  
8080008000-6800  
78A4671687096179  
8080008000-7800

APPROVED

AUTH# 002101 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUEBIRD CABS #22  
2612 QUADRA ST  
VICTORIA BC

CARD .....NR  
CARD TYPE VISA  
DATE 2019/12/01  
TIME 5428 13:35:06  
RECEIPT NUMBER  
H85041051-001-389-006-0

PURCHASE  
TOTAL

\$11.00

VISA CREDIT  
A0000000031010  
CCF101C51364364D  
0000000000-

APPROVED

AUTH# 052011 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

NR

<b>Name</b>	Scott Andrews		<b>Folio No.</b>	NR
<b>Address</b>	Canada			
<b>Phone #</b>	s.22		<b>Room</b>	
<b>ID Type</b>	Credit Card (Visa)	<b>ID #</b>	NR	<b># Of Guests</b> 1
<b>ID State</b>		<b>ID Country</b>		<b>Date In</b> 12/01/2019 05:56:00 PM
<b>Vehicle Info.</b>				<b>Date Out</b> 12/02/2019 07:59:00 AM
<b>Company</b>				<b>Sys. Date Out</b> 12/02/2019 07:59:00 AM

Rental Charges		Total	Other Charges		Payments		
12/01/2019	119.00	119.00			VI # NR	12/01/2019	136.85
Occ Tax							
GST 5%	5.95						
PST 8%	9.52						
MRDT 2%	2.38	17.85					
		<b>136.85</b>		<b>0.00</b>			<b>136.85</b>

**Total Charges:** 136.85

^ Authorize Payment

**Total Deposit:** 0.00

**(Authorized Payments):** 0.00

**(Payments):** 136.85

**Balance:** 0.00

NR

**Guest Signature**



12/1/2019 5:26 PM

**Date**

**Checked-In By** Lien

**Checked-Out By** Angie

Location not on CSA  
Advised traveler to  
ensure they follow  
listed CSA locations

2019-12-02  
SA

**National**

Rental Agreement NR  
Invoice #

### Renter Information

**Renter Name**

SCOTT ANDREWS

**Renter Address**

VICTORIA, BC V8W 2B4  
CAN

**Contract**

PROVINCIAL GOVERNMENT OF BC

**Rental Credits**

1 credit has been awarded for this  
rental

### Vehicle Information

SONATA 2.4L ESSENTIAL SPORT  
4DR SED

License #: S.22

State/Province: BC

Unit #: 7SBBY0

Vehicle #: YYJA2418

**Vehicle Class Driven**

Full Size Car 4-Door/Automatic/Air

**Vehicle Class Charged**

Full Size Car 4-Door/Automatic/Air

**Odometer Mileage/Kilometers**

Starting: 10,491 Ending: 10,614

Total: 123

### Trip Information

**Pickup**

Monday, December 2,  
2019 12:30 PM

NANAIMO DWTN

1602 NORTHFIELD RD

NANAIMO, BC V9S 3A7

CAN

**Return**

Monday, December 2,  
2019 3:53 PM

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W 2B4

CAN

### Renter Charges

<b>Rental Rate</b>	Excess Distance Charge 123 Distance at 0.50	
	CAD / Distance	61.50 CAD
	Time & Distance 1 Day at 36.95 CAD / Day	36.95 CAD
<b>Coverages</b>	Loss Damage Waiver Full	Included
<b>Add-Ons</b>	Refueling Charge (2.99 CAD / Liter)	26.91 CAD
<b>Taxes and Fees</b>	Goods And Services Tax (5.00%)	6.34 CAD
	Veh License Recovery \$1.80/day	Included
	Provincial Sales Tax (7.00%)	6.89 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
<b>Total</b>		<b>140.09 CAD</b>
(Subject to audit)		
	Amount charged on December 2, 2019 to MASTERCARD NR	(98.96 CAD)
	Amount charged on December 2, 2019 to MASTERCARD NR	(41.13 CAD)
<b>Amount Due</b>		<b>0.00 CAD</b>

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.



RA # NR

Bill Ref# NR

Renter Name SCOTT ANDREWS

VICTORIA

s.22

Rental Location  
NANAIMO DWTN  
1602 NORTHFIELD RD  
NANAIMO

BC V9S 3A7

02-DEC-2019 12:30 PM

Phone (250)7583509

PROVINCIAL GOVERNMENT OF BC  
Contract ID

Return Location  
VICTORIA DWTN DOUGLAS ST  
767 DOUGLAS STREET  
VICTORIA

BC V8W 2B4

02-DEC-2019 03:53 PM

Phone (250)3861213

## Charges

No

Unit

Price/Unit

Amount

TIME &amp; DISTANCE

1

Days

36.95

36.95 \*

EXTRA MILES/KM - TIME &amp; DISTANCE

123

M/Kms

0.50

61.50 \*

CDW / LDW

1

Days

0.00 \*

REFUELING SERVICE CHARGE

9

Litre

2.99

26.91 \*

PROV VEHICLE RENTAL TAX \$1.50/DAY

1

Days

1.50

1.50 \*

VEH LICENSE RECOVERY 1.80/DAY

1

Days

0.00 \*

PROVINCIAL SALES TAX @7.000 %

98.45

6.89

GOODS AND SERVICES TAX @5.000 %

126.86

6.34

Vehicle # YYJA2418  
Model SONATA  
Class Driven FCAR  
Class Charge FCAR  
License# s 22  
State/Province BRITISH COLUMBIA  
M/Kms Driven 123  
M/Kms Out 10491  
M/Kms In 10614

## Rate Info

## Messages

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is 507340326

## Total Charges

CAD 140.09

## Payments

Master Card

NR

AUTH: 051933 02-DEC-2019 98.96

Master Card

9749

AUTH: 051933 02-DEC-2019 300.00

Payment

-140.09

Customer Service Number 1-800-468-3334

Emerald Club rental credits will be posted within 24 hours  
Reverse Auth: 02-DEC-2019 -258.87

Amount Due

CAD 0.00

## Hansen, Nicole E EDUC:EX

**Subject:** Harbour Air Flt 807/1132 (Check in 11:15am departure 11:40am) Booking :NR  
**Location:** Sechelt - Vancouver

**Start:** Mon 2019-12-02 11:15 AM  
**End:** Mon 2019-12-02 12:50 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

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


**Categories:** Travel

### Booking NR

**Monday, December 2, 2019**

#### Flight #807

**11:40 Sechelt (Sunshine Coast) / Map** 

**12:00 Nanaimo Harbour / Map** 

#### Flight #1132

**12:30 Nanaimo Harbour / Map** 

**12:50 Vancouver Harbour / Map** 

**1 hour(s), 10 minutes**

**KK- Confirmed**

**2 Passenger(s) - GoFlex**

- Robert Fleming, Male
- Scott Andrews, Male

[Add to Calendar](#)

#### Invoice NR

##### Air Transportation Charges

Sked 800/1100 : Thru Fare GoFlex \$258.78

##### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 1100 : VHFC Terminal Fee \$19.72

Sked 800 : Port Fee \$3.50

Sked 800-1100/600 : Thru Fare Carbon Offset \$1.80

+ Goods and Services Tax \$14.20

Billing \$283.80

Taxes \$14.20

**Grand Total \$298.00**

#### GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

#### Required Travel Documents:

## Hansen, Nicole E EDUC:EX

---

**From:** Grant, Lisa EDUC:EX  
**Sent:** December 4, 2019 3:07 PM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!

### Lisa Grant



Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** reservation@harbourair.com <reservation@harbourair.com>  
**Sent:** December 4, 2019 3:07 PM  
**To:** Grant, Lisa EDUC:EX <[Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)>  
**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!

Buy Before You Fly! Our new [OnTheFly Boutique](#) store is now open. Have your purchase available for you when you check in for your flight! Use Code holideals20 to receive 20% off your purchase (Excluding Gift Cards).

Please review your flight details below.

#### Please Note:

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

- Effective January 1, 2020 our flight change and cancellation terms on all domestic goFlex will change. In order to provide the best possible service to all of our valued guests, our goFLEX fares will still be fully cancellable, changeable and refundable up to four hours\* prior to departure time. Any changes or cancellations made within 4 hours of departure time will incur a \$20 fee.



**\*For flights departing on or before 11am, changes must be made before 5pm the day prior to avoid charges. As always, no fees will be applied in the event of weather disruptions.**

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.

Paying with a Prepaid Quick Ticket or On Account Quick Ticket? Quick Tickets must be presented at check-in or another mode of payment will be required.

Harbour Air Team

### Customer Information

Account	HAS #	NR
	Name	Robert Fleming
	Company	Provincial Government-minister Of Education / Ndp-mla

### BookingNR

**Monday, December 2, 2019**

Invoice NR

#### Flight #1310

**11:10 Sechelt (Sunshine Coast) /**

**Map** 

**11:30 Richmond (YVR South) /**

**Map** 

**20 minutes**

**WX - Cancelled Due to Weather**

**2 Passenger(s) - GoFlex**

- Robert Fleming, Male
- Scott Andrews, Male

[Add to Calendar](#)

#### GoFlex Fare Conditions:

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

#### Required Travel Documents:

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

#### Baggage:

**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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



## Control No.

E132354

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Farrance, Melissa	NR	NR
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Education	Ministerial Assistant	3

<b>5. Date Completed</b> 2019/12/10		<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> Accompanying MRF				<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 12/06	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b> Km Cost 0.00	<b>19. Other Transport Costs</b> 78.00 s.22	<b>20. &amp; 21. Meals</b> Claim F- Cost 51.50	<b>22. Lodging Costs</b>
	<b>Destination</b> Hornby Island	<b>Start</b> 0600	<b>End</b> 2100				<b>20. &amp; 21. Miscellaneous</b> Cost 120.07 s.22 Describe Car Rental /Ga
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> 78.00 s.22	<b>38.</b> \$ 51.50	<b>39.</b> \$ 0.00
						<b>40.</b> 120.07 s.22	<b>Claim Total</b> \$ 249.57
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001 22001	<b>50. Service Line</b> 06000 06000	<b>51. STOB</b> 5702 5702	<b>52. Project</b> 22000000 22000000	<b>45. Supplier Code</b> NR		<b>Amount</b> \$ s.22 18.10
<b>Less Travel Advance</b> 062							
						<b>54.</b> \$ 249.57	
<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>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<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) E132354 for Farrance, Melissa**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/10 14:33:29	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/12/10 14:34:51	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Farrance, Melissa Melissa.Farrance@gov.bc.ca	Notified	Farrance, Melissa Melissa.Farrance@gov.bc.ca
2019/12/10 15:01:43	Farrance, Melissa NR Melissa.Farrance@gov.bc.ca		Initiated	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/11 13:19:54	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132354 for Farrance, Melissa**

1 note(s) returned.

Created On	Author	Note
2019/12/10 14:33:29	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/06 Car Rental, Ferry to Hornby ( pay for one way, one way back is included), Gas, BLDI

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# Past Trip Details

Within CSA Rates

NR

**VEHICLE DRIVEN**

HYUNDAI  
SONATA

**LOCATION**

Downtown Victoria Conference Centre  
+1 250-386-1213

**PICK UP**

Thu, Dec 5, 2019 at 4:10 PM

**RETURN**

Sat, Dec 7, 2019 at 12:43  
PM

**LICENSE PLATE**

s.22

**RENTAL RATE**

TIME &amp; DISTANCE (2 Day(s) @ CAD 30.00)

CAD 60.00

**STATE/PROVINCE**

BC

**FEES**

PROV VEHICLE RENTAL TAX 1.50/DAY

CAD 3.00

VEH LIC FEE RECOVERY 1.50/DAY

CAD 3.00

GOODS AND SERVICES TAX

CAD 3.00

PROVINCIAL SALES TAX

CAD 3.99

**CAR CLASS  
DRIVEN**

FCAR

**CAR CLASS  
CHARGED**

FCAR

**ADJUSTMENTS**

DISCOUNT

CAD -6.00

**ODOMETER  
START**

15100 Kilometers

**TOTAL** (Subject to Audit)

CAD 66.99

**ODOMETER END**

Total Amount Charged

CAD 66.99 CAD

15619 Kilometers

TOTAL DISTANCE

519 Kilometers

RENTER NAME

MELISSA FARRANCE

RENTER ADDRESS

.....IAMENT BUILDINGS ROOM.....  
.....OX 9045 STN PROV .....  
....., ... ..

EMERALD CLUB NUMBER

s.22

ACCOUNT NAME

Emerald Club Members

REWARDS EARNED

1

FERRY UGAS.

Buckley Bay  
To  
Hornby Island

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

**LANE 01**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/12/06**

20'	Undersize Vehi	41.30
2	Adult	35.60
	Fuel Surcharg	1.10

Total 78.00

Master Card  
\*\*\*\*\*NR 78.00

AUTH 046502 66277351 0010012570 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

BKY 06 Dec 2019 12:38:21



1037012 025768

SEE REVERSE SIDE OF TICKET

Peninsula Gorge Coop

628 Gorge Road East  
Victoria BC  
V8T 2W6 Canada  
250 383 6423

Member # 0115890

Pump	Litres	Price/L
3	40.245	\$1.319
Product		Amount
Regular		\$53.08

Total \$53.08

GST (Inc Pumps) \$2.53

Purchase  
MASTERCARD

\*\*\*\*\*NR

DATE: 12/07/2019  
TIME: 12:31:55  
REF: 0012290290 H  
TERM: 35D0063C  
AUTH: 00241Z  
RESP: 027 ISO:01

MasterCard  
A0000000041010  
TVR: 0000008000

Approved - Thank you

No SIGNATURE TRAN.

IMPORTANT:  
retain this copy  
for your records

\*\*\*CUSTOMER COPY\*\*\*

Store # 199530

Receipt # 59179

We are giving away 100  
every month! Sign up to  
receive emails at  
peninsulaco-op.com



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132401

**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> 2019/12/17		<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 MRF				<b>Headquarters</b> Victoria																									
<b>12. Mailing Address for Cheque</b>																															
<table border="1"> <tr> <td rowspan="2"><b>16. Travel Dates</b> 2019 12/13</td> <td colspan="3"><b>17. Places Travelled</b></td> <td colspan="2"><b>18. Personal Vehicle Use</b></td> <td><b>19. Other Transport Costs</b></td> <td colspan="2"><b>20. &amp; 21. Meals</b></td> <td><b>22. Lodging Costs</b></td> <td colspan="2"><b>20. &amp; 21. Miscellaneous</b></td> </tr> <tr> <td><b>*PCard Destination</b> * Chilliwack (IA/HJ)</td> <td><b>Start</b> 0600</td> <td><b>End</b> 1500</td> <td><b>Km</b></td> <td><b>Cost</b> 0.00</td> <td>80.00</td> <td><b>Claim F-D</b></td> <td><b>Cost</b> 33.25</td> <td></td> <td><b>Cost</b> 94.19</td> <td><b>Describe</b> Car Rental</td> </tr> </table>									<b>16. Travel Dates</b> 2019 12/13	<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>		<b>*PCard Destination</b> * Chilliwack (IA/HJ)	<b>Start</b> 0600	<b>End</b> 1500	<b>Km</b>	<b>Cost</b> 0.00	80.00	<b>Claim F-D</b>	<b>Cost</b> 33.25		<b>Cost</b> 94.19	<b>Describe</b> Car Rental
<b>16. Travel Dates</b> 2019 12/13	<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>																				
	<b>*PCard Destination</b> * Chilliwack (IA/HJ)	<b>Start</b> 0600	<b>End</b> 1500	<b>Km</b>	<b>Cost</b> 0.00	80.00	<b>Claim F-D</b>	<b>Cost</b> 33.25		<b>Cost</b> 94.19	<b>Describe</b> Car Rental																				
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 80.00		<b>38.</b> \$ 33.25	<b>39.</b> \$ 0.00	<b>40.</b> \$ 94.19	<b>Claim Total</b> \$ 207.44																					
<b>48. Client Code</b> 062 062 062 062		<b>49. Resp.</b> 22001		<b>50. Service Line</b> 06000		<b>51. STOB</b> 5702	<b>52. Project</b> 2200000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 207.44																				
<b>Less Travel Advance</b> 062																															
									<b>54.</b> \$ 207.44																						
<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) E132401 for Andrews, Scott**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/12/17 11:41:10	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Andrews, Scott Scott.Andrews@gov.bc.ca	Notified	Andrews, Scott Scott.Andrews@gov.bc.ca
2019/12/17 12:04:05	Andrews, Scott NR Scott.Andrews@gov.bc.ca		Approved	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/17 12:16:44	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132401 for Andrews, Scott**

1 note(s) returned.

Created On	Author	Note
2019/12/17 11:41:10	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/13 Flights On AC CC, TAXI, CAR RENTAL, BLI FIIGHTS ON AC CC

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2019-12-13-

**Hansen, Nicole E EDUC:EX**

---

**Subject:** Island Express Air Flt 301 (be at gate 9 by 7:15am) Confirmation #NR  
**Location:** YYJ - Abbotsford  
  
**Start:** Fri 2019-12-13 6:30 AM  
**End:** Fri 2019-12-13 8:30 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Andrews, Scott EDUC:EX

Dear Lisa Grant,

Thank you for booking with Island Express Air.

We have processed the following bookings under confirmation NR

Please confirm all passenger names, flight numbers, dates and departure times are correct.

Passenger Name	Flight	Date	Departure	Arrival
Scott s.22 Andrews	#301	2019/12/13	08:00am	08:30am
Robert Fleming	#301	2019/12/13	08:00am	08:30am

*Note: daily routing subject to change.*

The total price is \$379.30, including taxes and all fees.

[Click here to view or print the invoice.](#)



Billed to :	Lisa Grant
Address :	PO 9045 Stn Prov Gvt, Victoria British Columbia, Canada V8W 9E2
Contact name & phone # :	Lisa Grant NR

Invoice No : NR Invoice date : 2019-Nov-22  
GST No : RT 83362 7896 Flight Date : 2019-Dec-13

**You are confirmed on the following flights :**

	Passenger Name	Flight No	Flight Time	From	To
1	Scott s.22 Andrews (M)	301 FRD	08:00 am	YYJ	YXX
2	Robert Fleming (M)	301 FRD	08:00 am	YYJ	YXX

	Ticket Fare	FSC/Nav Can.	Airport Improv.	Security Tax	Luggage	GST	Total
1	146.50	12.00	15.00	7.12	0.00	9.03	189.65
2	146.50	12.00	15.00	7.12	0.00	9.03	189.65
Total	293.00	24.00	30.00	14.24	0.00	18.06	<b>\$ 379.30</b>
PAID							<b>\$-379.30</b>
Due							<b>\$ 0.00</b>

\*\* Please note: some amounts may include rounded down half pennies. The final total properly reflects these items.  
\*\*\* FLX denotes a Flex Ticket. FRD denotes a Freedom Ticket.

## ISLAND EXPRESS AIR

1-604-856-6260 1-888-856-6260

30440 Liberator Avenue  
Abbotsford, BC V2T 6H5

2019-12-13  
SA.

BLUEBIRD CABS #76  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/12/13  
TIME 2174 07:10:11  
RECEIPT NUMBER  
H85041052-001-370-002-0

-----  
PURCHASE  
TOTAL

**\$80.00**  
-----

VISA CREDIT  
A0000000031010  
94B57DF39D2C0138  
0000000000-

**APPROVED**

AUTH# 003471 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



Rental Agreement<sup>NR</sup>  
Invoice #

### Renter Information

**Renter Name**

SCOTT ANDREWS

**Renter Address**

s.22

**Contract**

PROVINCIAL GOVERNMENT OF BC

**Rental Credits**

1 credit has been awarded for this rental

### Vehicle Information

**4DR 4X4**

License #: s.22

State/Province: BC

Unit #: 7S4L4V

Vehicle #: LW115827

**Vehicle Class Driven**

Jeep 4 Door 4-Door/Automatic/Air

**Vehicle Class Charged**

Full Size Car 4-Door/Automatic/Air

**Odometer Mileage/Kilometers**

Starting: 7,985 Ending: 7,985

Total:

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

### Trip Information

**Pickup**

☐ Friday, December 13, 2019 ☒ 8:22 AM

ABBOTSFORD INTL AIRPORT

(YXX) ✈

30440 LIBERATOR AVENUE

ABBOTSFORD, BC V2T 6H5

CAN

**Return**

☐ Saturday, December 14, 2019 ☒ 8:22 AM

VANCOUVER PAN PACIFIC 73

999 CANADA PL

VANCOUVER, BC V6C 3B5

CAN

### Renter Charges

<b>Rental Rate</b>	Time & Distance 1 Day at 42.00 CAD / Day	42.00 CAD
<b>Coverages</b>	Loss Damage Waiver Full	Included
<b>Add-Ons</b>	Fuel Service Option (37.21 CAD / Rental)	37.21 CAD
<b>Taxes and Fees</b>	Concession Recovery Fee 15.60 Pct	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Vlf Rec 1.10/day	Included
	Goods And Services Tax (5.00%)	4.33 CAD
	Provincial Sales Tax (7.00%)	3.35 CAD
	Concession Recovery Fee 15.60 Pct (15.60%)	5.80 CAD

**Total**

**94.19 CAD**

(Subject to audit)

Amount charged on December 14, 2019 to MASTERCARD  
NR

(94.19 CAD)

**Amount Due**

**0.00 CAD**

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet Fit 719 (Check in 1:50 Departure 2:10pm) Confirmation NR  
**Location:** Vancouver - Victoria  
  
**Start:** Fri 2019-12-13 1:50 PM  
**End:** Fri 2019-12-13 2:45 PM  
  
**Recurrence:** (none)  
  
**Organizer:** Andrews, Scott EDUC:EX



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	Scott Andrews
	Company	Government Of British Columbia

### Booking NR

**Friday, December 13, 2019**

**719**

**14:10 Vancouver Harbour (Downtown)**

**14:45 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

Invoice #494603

FARE-YWH-FULL\_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

**Grand Total**

**\$350.00**

Helijet fares are fully Changeable / Refundable up to 5pm the



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131946

**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> Harrison, Veronica		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 952-7622	
<b>Client Organization</b> Education		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/10/08		<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 MRF			<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2					
<b>16. Travel Dates</b> 2019 10/01	<b>17. Places Travelled</b> *PCard <b>Destination</b> * Vancouver (HJ) <b>Start</b> 0700 <b>End</b> 1700			<b>18. Personal Vehicle Use</b> <b>Km</b> <b>Cost</b> 0.00	<b>19. Other Transport Costs</b> 70.00
				<b>20. &amp; 21. Meals</b> <b>Claim</b> F-D <b>Cost</b> 33.25	<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> \$ 70.00
				<b>38.</b> \$ 33.25	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 103.25
<b>48. Client Code</b> 062 062 062 062	<b>49. Resp.</b> 22001	<b>50. Service Line</b> 06000	<b>51. STOB</b> 570201	<b>52. Project</b> 2200000	<b>45. Supplier Code</b> NR
					<b>Amount</b> \$ 103.25
<b>Less Travel Advance</b> 062					
					<b>54.</b> \$ 103.25
<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) E131946 for Harrison, Veronica**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/08 16:30:47	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/10/15 13:14:59	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2019/10/16 15:09:54	Fleming, Rob NR Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E131946 for Harrison, Veronica

1 note(s) returned.

Created On	Author	Note
2019/10/08 16:30:47	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	10/01 Taxi to helijet, helijet on AC CC, Taxi to event, helijet on AC CC, taxi BLI

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VANCOUVER T&T  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/01  
TIME 5493 08:33:03  
CLERK ID 1  
INVOICE # 10279  
RECEIPT NUMBER  
H85046012-001-278-001-0

PURCHASE  
TOTAL

**\$10.00**

CAPITAL ONE  
A0000000041010  
3DFA66A2123894D2  
0000008000-

**APPROVED**

AUTH# 09121S 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240012

\*\*\*\* PURCHASE \*\*\*\*  
10-01-2019 07:19:59  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010 MASTERCARD

Operator: 262  
Trace # 10038  
Inv. # 262  
Auth # 08776S RRN 001012003

Total \$20.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

YELLOW CAB

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240048

\*\*\*\* PURCHASE \*\*\*\*  
10-01-2019 17:08:52  
Acct # \*\*\*\*\*NR RF  
Card Type MC  
A0000000041010 CAPITAL ONE

Operator: 048  
Trace # 6670  
Inv. # 048  
Auth # 05571S RRN 001965008

Total \$40.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

**\$70.00**

per diem?

## Hansen, Nicole E EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** September 4, 2019 11:29 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

**Account**

Customer #

NR

Name

Veronica Harrison

### Booking NR

**Tuesday, October 1, 2019**

Invoice #452512

**704**

FARE-YWH-FULL\_Winter2019

\$333.33

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

+ GST

\$16.67

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

Billing

\$333.33

**35 minutes**

Taxes

\$16.67

**Confirmed**

**Grand Total**

**\$350.00**

**1 Passengers - Full-Fare**

Veronica Harrison, Female

[Add to Calendar](#)

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

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

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

## Booking **NR**

**Tuesday, October 1, 2019**

**723**

**16:00 Vancouver Harbour (Downtown)**

**16:35 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Veronica Harrison, Female**

[Add to Calendar](#)

Invoice #452513

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

### 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



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132233

**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> Harrison, Veronica		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 952-7622	
<b>Client Organization</b> Education		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/11/21		<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 MRF		<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2					
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>		<b>18. Personal Vehicle Use</b>	
2019		*PCard		Km Cost	
10/18		Destination		Cost	
11/13		Start		Other Transport Costs	
		End		Claim Cost	
		*Vancouver (HJ)		F-D	
		0600 1530		F-BD	
		0800 1630		Cost	
				33.25	
				22.75	
				Lodging Costs	
				Cost	
				Describe	
				44.14 Car Rental	
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	
				\$ 0.00	
				<b>37.</b>	
				\$ 127.00	
				<b>38.</b>	
				\$ 56.00	
				<b>39.</b>	
				\$ 0.00	
				<b>40.</b>	
				\$ 44.14	
				<b>Claim Total</b>	
				\$ 227.14	
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>	
062		22001		06000	
062					
062					
062					
<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>	
570201		2200000		NR	
<b>Less Travel Advance</b>					
062					
				<b>54.</b>	
				\$ 227.14	
<b>45. Employee Signature (See Audit Trail)</b>				<b>Print Name</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.				Date Signed	
<b>56. Spending Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Date Signed	
<b>57. Payment Authority Signature (See Audit Trail)</b>				<b>Print Name</b>	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.				Date Signed	

**Audit Trail for Travel Voucher (Restricted Use) E132233 for Harrison, Veronica**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/11/21 09:03:55	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/11/21 09:17:47	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2019/12/10 11:30:24	Fleming, Rob NR Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132233 for Harrison, Veronica**

1 note(s) returned.

Created On	Author	Note
2019/11/21 09:03:55	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	10/18 Flights on AC CC, Taxi, BLI 11/13 Flights on AC CC, Taxi, Car Rental, LI

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2019-10-18  
Vtc - Van

**Grant, Lisa EDUC:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 18, 2019 6:25 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		
Account	Customer #	NR
	Name	Veronica Harrison
	Company	Ndp

Booking <span>NR</span>		
Friday, October 18, 2019	Invoice #466639	
702	FARE-YWH-FULL_Winter2019	\$333.33
07:00 Victoria Harbour (Downtown)	+ GST	\$16.67
07:35 Vancouver Harbour (Downtown)	Billing	\$333.33
35 minutes	Taxes	\$16.67
Confirmed	<b>Grand Total</b>	<b>\$350.00</b>
1 Passengers - Full-Fare	Mastercard	\$350.00
Veronica Harrison, Female	Date / Time	October 18, 2019 @ 6:24:51 AM
<a href="#">Add to Calendar</a>	Summary	NR
	Expiration	

Van - vic  
2019-10-18

Grant, Lisa EDUC:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 18, 2019 1:39 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		
Account	Customer #	NR
	Name	Robert Fleming
	Company	Ndp

Booking NR		
Friday, October 18, 2019	Invoice #468609	
719	FARE-YWH-FULL_Winter2019	\$333.33
14:10 Vancouver Harbour (Downtown)	FARE-YWH-OffPeak_Winter2019	\$238.09
14:45 Victoria Harbour (Downtown)	+ GST	\$28.57
35 minutes	Billing	\$571.42
Confirmed	Taxes	\$28.57
	<b>Grand Total</b>	<b>\$599.99</b>
2 Passengers - Full-Fare	Mastercard	\$599.99
• Robert Fleming	Date / Time	October 18, 2019 @ 1:38:03 PM
• Veronica Harrison, Female	Summary	NR
<a href="#">Add to Calendar</a>		

2019-10-18

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/18  
TIME 5324 08:02:48  
CLERK ID 1  
INVOICE # 72407  
RECEIPT NUMBER  
H85028353-001-405-002-0

PURCHASE  
TOTAL

**\$40.00**

CAPITAL ONE  
A0000000041010  
D8F20AA982657928  
0000008000-

**APPROVED**

FF/DT 00  
AUTH# 07458S 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

604\*871\*1111  
GST# 1054855080  
DOWNLOAD  
VAN TAXI APP

RICHMOND TAXI #69  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123240  
QB2012324001

**SALE**

10-18-2019 13:35:44  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010  
MASTERCARD

Trace # 280005 Operator 169  
Inv. # 169  
Auth # 06323S RRN 001929005

Sale \$47.00

**TOTAL \$47.00**

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

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records  
Customer copy

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240083

\*\*\*\* **PURCHASE** \*\*\*\*

10-18-2019 06:23:18  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010 MASTERCARD

Operator: 083  
Trace # 6132  
Inv. # 083  
Auth # 09541S RRN 001903001

**Total \$20.00**

**(001) APPROVED-THANK YOU**

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

## Hansen, Nicole E EDUC:EX

**Subject:** Helijet flt 706 (Check in 8:20am departure 8:40am) Booking<sup>NR</sup>  
**Location:** Victoria - Vancouver  
**Start:** Wed 2019-11-13 8:20 AM  
**End:** Wed 2019-11-13 9:15 AM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Harrison, Veronica EDUC:EX  
**Categories:** Travel

Booking<sup>NR</sup>

**Wednesday, November 13, 2019**

Invoice #479454

**708**

FARE-YWH-FULL\_Winter2019

\$666.66

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

+ GST

\$33.34

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

Billing

\$666.66

**35 minutes**

Taxes

\$33.34

**Grand Total**

**\$700.00**

**Confirmed**

**2 Passengers - Full-Fare**

• Robert Fleming

• Veronica Harrison, Female

[Add to Calendar](#)

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

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

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

2019-11-13

YELLOW CAB #53  
817 FISGARD ST. V8W1R9  
VICTORIA BC  
23788083  
GH2378808301

\*\*\*\* PURCHASE \*\*\*\*

11-13-2019 08:01:46  
Acct # \*\*\*\*\*NR RF  
Card Type MC  
A0000000041010 CAPITAL ONE

Operator: 053  
Trace # 13  
Inv. # 053  
Auth # 04389S RRN 001006002

Purchase	\$20.00
Tip	\$0.00
Total	\$20.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy



999 CANADA PL  
VANCOUVER, BC V6C 3B5  
Federal GST#: 889365821

Rental Agreement #:

NR

Bill Ref #:

Invoice Date:

14/11/2019

Account #:

## BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	38.00	38.00

## BILL TO

VERONICA HARRISON  
s.22

## RENTAL INFORMATION

Date/Time Out  
11/12/2019 17:46

Date/Time In  
11/13/2019 17:46

## Renter

HARRISON, VERONICA

## RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLACK	s.22	TERRAIN	7SQGSJ	15,126 15,202

VIN: 3GKALTEVXKL354054

## CLAIM INFORMATION

Claim# / PO# / RO#

Insured

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

Subtotal	38.00
----------	-------

PROV VEHICLE RENTAL TAX 1.50/DAY	1 DAY	1.50	1.50
----------------------------------	-------	------	------

PROVINCIAL SALES TAX	PCT	7.00	2.66
----------------------	-----	------	------

GOODS AND SERVICES TAX	PCT	5.00	1.98
------------------------	-----	------	------

Total Charges (CAD)	44.14
---------------------	-------

## PAYMENTS

Payment	Master Card	-44.14
---------	-------------	--------

Total Payments (CAD)	-44.14
----------------------	--------

Amount Due (CAD)	0.00
------------------	------

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

NR

## For Billing Inquiries / Payment Terms :

Tel#: +1 6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

## Please Return This Portion With Remittance

Amount Due (CAD)

0.00

## Remit To :

ENTERPRISE RENT-A-CAR  
13160 88 AVE  
SURREY, BC V3W 3K3

## Paid By:

VERONICA HARRISON

s.22

Account #

Rental Agreement  
NR

Amount  
0.00

GPBR  
C483

Nov. 13<sup>TH</sup> 2019 VH

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** November 13, 2019 2:43 PM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** November 13, 2019 2:16 PM  
**To:** Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>  
**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, November 13, 2019**

**721**

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

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

**35 minutes**

**Confirmed**

Invoice #479455

FARE-YWH-FULL\_Winter2019 \$666.66

+ GST \$33.34

Billing \$666.66

Taxes \$33.34

**Grand Total \$700.00**

**2 Passengers - Full-Fare**

- Robert Fleming
- Veronica Harrison, Female

**Add to Calendar**

Mastercard

\$700.00

Date / Time November 13, 2019 @ 2:15:22 PM

Summary NR

Expiration

Authorization 014263

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

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](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 &amp; 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





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132341

**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> Harrison, Veronica		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 952-7622	
<b>Client Organization</b> Education		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/12/09		<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 MRF			<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings 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>
2019	<b>*PCard</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
12/04	*Vancouver (HJ)	1430	2359		10.00
12/05	*Victoria (HJ)	0000	1500		0.00
				<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>
				<b>Claim</b>	<b>Cost</b>
				F-BLI	18.25
				F-D	33.25
				<b>20. &amp; 21. Miscellaneous</b>	<b>23. Claim Total</b>
				<b>Cost</b>	<b>Describe</b>
				44.14	Car Rental
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>
				\$ 0.00	\$ 10.00
				<b>38.</b>	<b>39.</b>
				\$ 51.50	\$ 234.83
				<b>40.</b>	<b>41.</b>
				\$ 44.14	\$ 340.47
<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>
062	22001	06000	5701	2200000	NR
062					
062					
062					
<b>Less Travel Advance</b>					<b>54.</b>
062					\$ 340.47
<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.					

**Audit Trail for Travel Voucher (Restricted Use) E132341 for Harrison, Veronica**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/09 14:58:13	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/10 10:42:41	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2019/12/10 11:30:16	Fleming, Rob NR Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132341 for Harrison, Veronica**

1 note(s) returned.

Created On	Author	Note
2019/12/09 14:58:13	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/04 Flight on AC CC, Taxi., Hotel, D, Car Rental 12/05 Flight on AC CC, BLI

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2019-12-04  
VH Vic-Van.

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** December 4, 2019 2:40 PM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

For VH travel claim

**Lisa Grant**



Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** December 4, 2019 2:36 PM  
**To:** Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>  
**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	Veronica Harrison
	Company	Ndp

**Booking** NR

**Wednesday, December 4, 2019**

Invoice #490556

FARE-YWH-FULL\_Winter2019

\$333.33

720 + GST \$16.67

15:00 Victoria Harbour (Downtown)

15:35 Vancouver Harbour (Downtown) Billing \$333.33

35 minutes Taxes \$16.67

**Grand Total \$350.00**

**Confirmed**

Mastercard \$350.00

**1 Passengers - Full-Fare**

**Veronica Harrison, Female**

Date / Time December 4, 2019 @ 2:35:51 PM

Summary NR

Expiration

Authorization 094603

[Add to Calendar](#)

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

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

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

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

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:  
R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](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.

2019-04-12

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH21852400Q1

\*\*\*\* PURCHASE \*\*\*\*  
12-04-2019 14:34:58  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010 MASTERCARD

Operator: 90  
Trace # 17989  
Inv. # 8001  
Auth # 03747S RRN 001331005

Total \$10.00

(001) APPROVED-THANK YOU

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records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222



999 CANADA PL  
VANCOUVER, BC V6C 3B5  
Federal GST# :889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

NR

07/12/2019

#### BILL TO

VERONICA HARRISON  
s.22

#### RENTAL INFORMATION

Date/Time Out	Start Charges	Date/Time In
12/04/2019 13:52	12/04/2019 15:35	12/05/2019 16:00

Renter  
HARRISON, VERONICA

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
SILVER	s.22	CHEROKE	7SFG36	10,023	10,098

VIN:1C4PJMBX5LD512234

#### CLAIM INFORMATION

Claim# / PO# / RO#      Insured

Date of Loss      Type of Loss      Type of Vehicle

Repair Shop

#### BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	38.00	38.00

Subtotal      38.00

PROV VEHICLE RENTAL TAX 1.50/DAY      1 DAY      1.50      1.50

PROVINCIAL SALES TAX      PCT      7.00      2.66

GOODS AND SERVICES TAX      PCT      5.00      1.98

**Total Charges (CAD)      44.14**

#### PAYMENTS

Payment      Master Card      -44.14

**Total Payments (CAD)      -44.14**

**Amount Due (CAD)      0.00**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

NR

#### For Billing Inquiries / Payment Terms :

Tel#:+1 6045390866

C4AR@ehi.com

Payment Due within      days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Amount Due (CAD)      0.00

Remit To :  
ENTERPRISE RENT-A-CAR  
13160 88 AVE  
SURREY, BC V3W 3K3

Paid By:  
VERONICA HARRISON  
s.22

Account #

Rental Agreement  
NR

Amount  
0.00

GPBR  
C483

Ms Veronica Harrison  
Victoria BC  
Canada

INFORMATION INVOICE  
Membership No. :

Room Number : NR  
Arrival Date : 12-04-19  
Departure Date : 12-05-19  
Page : 1 of 1  
Folio Number : NR  
Confirmation :  
Cashier : 133

Company Name : Government of BC\* NR 12-06-19

Date	Description	Charges CAD	Credits CAD
12-04-19	Room Charge	159.00	
12-04-19	Hotel Room Tax	12.72	
12-04-19	Municipal & Regional District Ta	4.77	
12-04-19	Room D.M.F	2.39	
12-04-19	Room GST	7.95	
12-04-19	Daily Parking Valet	48.00	
12-05-19	MastercardXXXXXXXXXXNRXXXX		234.83
Total		234.83	234.83
Balance		0.00	CAD

Room GST 7.95  
F&B GST 0.00  
Misc GST 2.29  
Total 10.24

\*ONLY HAVE VALET PARKING  
Same price as self-park price



**Hansen, Nicole E EDUC:EX**

**Subject:** Veronica Helijet Flt 719 (Check in 1:50pm departure 2:10pm) Booking NR  
**Location:** Vancouver - Victoria  
**Start:** Thu 2019-12-05 1:50 PM  
**End:** Thu 2019-12-05 2:45 PM  
**Show Time As:** Free  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** MINCAL, EDUC EDUC:EX  
**Required Attendees:** Harrison, Veronica EDUC:EX

**Booking** NR**Thursday, December 5, 2019**

Invoice #484118

**719**

FARE-YWH-FULL\_Winter2019

\$333.33

**14:10 Vancouver Harbour (Downtown)**

+ GST

\$16.67

**14:45 Victoria Harbour (Downtown)**

Billing

\$333.33

**35 minutes**

Taxes

\$16.67

**Grand Total****\$350.00****Confirmed****1 Passengers - Full-Fare**

• Veronica Harrison, Female

[Add to Calendar](#)

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

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

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



## Control No.

E132416

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Harrison, Veronica	NR	(250) 952-7622
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Education	Senior Ministerial Assistant	3

<b>5. Date Completed</b> 2019/12/19	<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 MRF	<b>Headquarters</b> Victoria	

## 12. Mailing Address for Cheque

PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2

16. Travel Dates 2019 12/18	17. Places Travelled  Destination Duncan			Start 0900	End 1600	18. Personal Vehicle Use Km 0.00	19. Other Transport Costs 18.00	20. & 21. Meals Claim F-BD		Cost 22.75	22. Lodging Costs	20. & 21. Miscellaneous Cost 56.96		Describe Car Rental, gas
--------------------------------------	--	--	--	---------------	-------------	---	---------------------------------------	-------------------------------------	--	---------------	----------------------	---	--	-----------------------------

[illegible]

48.	Client Code 062 062 062 062	49.	Resp. 22001	50.	Service Line 06000	51.	STOB 5702	52.	Project 2200000	45.	Supplier Code NR	Amount \$ 97.71
-----	---	-----	----------------	-----	-----------------------	-----	--------------	-----	--------------------	-----	---------------------	--------------------

[illegible]

	AMOUNT DUE TO EMPLOYEE		<b>54.</b>	\$ 97.71
--	------------------------	--	------------	----------

<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>
--	-------------------	--------------------

57. <b>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) E132416 for Harrison, Veronica**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2019/12/19 09:46:13	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2019/12/19 09:58:56	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2020/01/23 13:40:40	Fleming, Rob NR Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132416 for Harrison, Veronica**

1 note(s) returned.

Created On	Author	Note
2019/12/19 09:46:13	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/18 Taxi to car rental, LI , Car rental plus gas for car rental.

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2019-12-18

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240038

\*\*\*\* PURCHASE \*\*\*\*

12-18-2019 09:13:02  
Acct # \*\*\*\*\*NR RF  
Exp Date \*\*/\*\* Card Type MC  
Name:  
A0000000041010 MASTERCARD

Operator: 228  
Trace # 10487  
Inv. # 228  
Auth # 09076S RRN 001354003

Total \$18.00

(001) APPROVED-THANK YOU

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www.yellowcabvictoria.com  
250-381-2222

WELCOME

Shell Canada  
100 ESQUIMALT RD  
V9A 3K9  
Victoria BC  
(250) 382-1813

Bronze	
PUMP No.	06
LITRES	12.310
PRICE/L	\$1.319
TOTAL FUEL	\$16.24

TOTAL SALE	\$16.24
MASTERCARD	\$16.24

FUEL INCLUDES  
GST - Fuel \$0.77  
No. 137400032RT

00 APPROVED - THANK  
YOU 001  
APPROVAL No. 08706S  
TERMINAL No.  
89470520  
VERIFIED BY PIN

IMPORTANT  
retain this copy for  
your records

XXXXXXXXXXXXNR  
MASTERCARD  
PreAuth Completion C

DATE: 2019/12/19  
TIME: 08:57:24  
INV No. 4705295973

CAPITAL ONE  
AID A00000000041010  
TVR 0000008000  
TSI E800

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

THANK YOU  
Questions?  
1-800-661-1600

STORE: C47052  
TRAN: 6713083  
12/19/2019 8:55:56



RA # NR

Bill Ref# NR

Renter Name VERONICA HARRISON

s.22

Rental Location  
VICTORIA DWTN DOUGLAS ST  
767 DOUGLAS STREET  
VICTORIA

BC V8W 2B4

18-DEC-2019 09:17 AM

Phone (250)3861213

PROVINCIAL GOVERNMENT OF BC  
Contract ID

Return Location  
VICTORIA DWTN DOUGLAS ST

19-DEC-2019 09:05 AM

Hope you enjoyed your free upgrade

Vehicle # YYJW0040  
Model KONA  
Class Driven CFAR  
Class Charge FCAR  
License# s.22  
State/Province BRITISH COLUMBIA  
M/Kms Driven 73  
M/Kms Out 18490  
M/Kms In 18563

Charges

No	Unit	Price/Unit	Amount
1	Days	34.95	34.95 *
200	M/Kms		0.00 *
1	Days		0.00 *
1	Days	1.50	1.50 *
1	Days		0.00 *
		34.95	2.45
		36.45	1.82

TIME & DISTANCE  
FREE MILES/KM - TIME & DISTANCE  
CDW / LDW  
PROV VEHICLE RENTAL TAX \$1.50/DAY  
VEH LIC FEE RECOVERY 1.50/DAY  
PROVINCIAL SALES TAX @7.000 %  
GOODS AND SERVICES TAX @5.000 %

Rate Info

Messages

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is s.22

Total Charges

CAD 40.72

Payments

Master Card

NR

AUTH: 097755 18-DEC-2019 340.72

Payment

-40.72

Customer Service Number 1-800-468-3334

Emerald Club rental credits will be posted within 24 hours  
Reverse Auth: 18-DEC-2019 -300.00

Amount Due

CAD 0.00

ED20EXESLP44



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132507

**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> Harrison, Veronica		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 952-7622	
<b>Client Organization</b> Education		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2020/01/28		<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 MRF			<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Room 124 - Parliament Buildings Victoria, BC V8W 9E2					
<b>16. Travel Dates</b> 2019 12/09	<b>17. Places Travelled</b> *PCard <b>Destination</b> * Vancouver(HJ)			<b>18. Personal Vehicle Use</b> <b>Km</b> <b>Cost</b> 0.00	<b>19. Other Transport Costs</b> 51.00
	<b>Start</b> 0930	<b>End</b> 1600			
				<b>20. &amp; 21. Meals</b> <b>Claim</b> F-BD	<b>Cost</b> 22.75
				<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> \$ 51.00
				<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 73.75
<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> \$ 73.75
<b>Less Travel Advance</b> 062					
					<b>54.</b> \$ 73.75
<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>	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2020Feb11  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E132507 for Harrison, Veronica**

3 audit trail record(s) returned.

<b>Date/Time</b>	<b>Who</b>	<b>On Behalf Of</b>	<b>Action</b>	<b>Next To Act</b>
2020/01/28 14:13:11	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	Harrison, Veronica Veronica.Harrison@gov.bc.ca	Notified	Harrison, Veronica Veronica.Harrison@gov.bc.ca
2020/01/28 17:15:58	Harrison, Veronica NR Veronica.Harrison@gov.bc.ca		Approved	Fleming, Rob Rob.Fleming@gov.bc.ca
2020/02/05 14:41:14	Fleming, Rob NR Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132507 for Harrison, Veronica**

1 note(s) returned.

Created On	Author	Note
2020/01/28 14:13:11	Hansen, Nicole NR Nicole.E.Hansen@gov.bc.ca	12/09 FLIGHTS ON AC CC, TAXIS, L

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2019-12-09  
vic-van / van-vic.

**Hansen, Nicole E EDUC:EX**

**From:** Grant, Lisa EDUC:EX  
**Sent:** January 28, 2020 1:48 PM  
**To:** Hansen, Nicole E EDUC:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

**Lisa Grant**



Administrative Coordinator  
The Office of the Hon. Rob Fleming  
Minister of Education  
Legislative Assembly of British Columbia  
P: 250-356-8247 | E: [Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)

**From:** Passenger Services <[PassengerServices@helijet.com](mailto:PassengerServices@helijet.com)>  
**Sent:** November 4, 2019 11:24 AM  
**To:** Grant, Lisa EDUC:EX <[Lisa.Grant@gov.bc.ca](mailto:Lisa.Grant@gov.bc.ca)>  
**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

**Monday, December 9, 2019**

Invoice #477102

FARE-YWH-FULL\_Winter2019

\$333.33

712

10:20 Victoria Harbour (Downtown)

10:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Robert Fleming

[Add to Calendar](#)

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

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

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

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

Booking NR

Monday, December 9, 2019

712

10:20 Victoria Harbour (Downtown)

10:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Veronica Harrison, Female

[Add to Calendar](#)

Invoice #477103

FARE-YWH-FULL\_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

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

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

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

reservations  
(additional cancellation fees may apply)

Booking NR

Monday, December 9, 2019

721

15:00 Vancouver Harbour (Downtown)

15:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Robert Fleming

[Add to Calendar](#)

Invoice #477104

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

Booking NR

Monday, December 9, 2019

721

15:00 Vancouver Harbour (Downtown)

15:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

Invoice #477105

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

**1 Passengers - Full-Fare**

**Veronica Harrison, Female**

**Add to Calendar**

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

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

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

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

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

**GST#:**

R102320165

**Passenger Travel Information:**

For detailed Travel Information visit [helijet.com](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)

2019-12-09

YELLOW CAB #61  
4233 THORNHILL CRE V8N3G6  
VICTORIA BC  
23785501  
GH2378550101

\*\*\*\* PURCHASE \*\*\*\*

12-09-2019 09:12:47  
Acct # \*\*\*\*\*NR RF  
Card Type MC  
A0000000041010 CAPITAL ONE

Operator: 161  
Trace # 459  
Inv. # 8045  
Auth # 07413S RRN 001050006

Purchase \$15.00  
Tip \$0.00  
Total \$15.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

# BLACK TOP & CHECKER CABS

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

Transaction 13304959

Total CA\$19.00

CREDIT CARD SALE CA\$19.00

MASTERCARD NR

Station: BT129

09-Dec-2019 2:24:32PM

CA\$19.00 | Method:

CONTACTLESS

MASTERCARD

XXXXXXXXXXXXNR

Ref #: 934300538561

Auth #: 02960S

MID: \*\*\*\*\*3884

AID: A0000000041010

AthNtwkNm: MASTERCARD

NO CARDHOLDER VERIFICATION

THANK YOU FOR YOUR BUSINESS

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/12/09  
TIME 4565 11:07:14  
CLERK ID 7  
INVOICE # 58  
RECEIPT NUMBER  
H85055459-001-861-007-0

PURCHASE  
TOTAL

\$17.00

CAPITAL ONE  
A0000000041010  
F544141C9EF3BFDD  
0000008000-

APPROVED

AUTH# 01455S 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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

\$ 51.00

flights from vic-van.