

EM20EXEDIJ20



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132387

**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> Hammond, Danika ✓				<b>Employee ID</b> NR		<b>Phone Number</b> (250) 208-7363	
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/12/16		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Staffing Minister				<b>Headquarters</b> Nelson	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b> <sup>(AC)</sup>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>
2019							<b>Cost</b>
11/21	Castlegar-Vic	1500	2000		0.00	P/Card 31.50	
11/24	Vic	0800	1800		0.00		F-
11/25	Vic	0800	1800		0.00		F-
11/26	Vic	0800	1800		0.00		F-
11/27	Vic	0800	1800		0.00		F-
11/28	Vic	0800	1800		0.00		F-
11/29	Vic-Van <sup>(ferry)</sup>	0800	1600		0.00	17.45	
12/02	Van-Kelowna <sup>(AC)</sup>	0800	1600		0.00	P/Card 31.50	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> ✓ \$ 80.45		<b>38.</b> ✓ \$ 257.50
							<b>39.</b> ✓ \$ 808.40
							<b>40.</b> \$ 0.00
							<b>Claim Total</b> NR ✓
<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>	
057	27011	26700	5702	2700000		NR	
057							
057							
057							
<b>Less Travel Advance</b>							
057							
						<b>54.</b>	
						<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 1050-06

DJ Dec 23/19

**Audit Trail for Travel Voucher (Restricted Use) E132387 for Hammond, Danika**

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/16 14:49:21	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/12/16 14:49:44	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/12/16 14:57:23	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/12/16 14:57:33	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Notified	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/12/16 14:58:03	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika Danika.Hammond@gov.bc.ca	Saved	Hammond, Danika Danika.Hammond@gov.bc.ca
2019/12/16 15:12:46	Hammond, Danika NR Danika.Hammond@gov.bc.ca		Initiated	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/12/16 15:13:36	Hammond, Danika NR Danika.Hammond@gov.bc.ca		Redirected	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/12/17 15:13:03	Sanderson, Melissa ✓ NR Melissa.Sanderson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132387 for Hammond, Danika

1 note(s) returned.

Created On	Author	Note
2019/12/16 14:57:23	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Hammond, Danika travel: Castlegar-Vic Nov. 21: Castlegar-Vic baggage \$31.50, AC flight on Lisa's PCard Nov. 24: Vic hotel \$161.68, full-day per diem Nov. 25: Vic hotel \$161.68, full-day per diem Nov. 26: Vic hotel \$161.68, full-day per diem Nov. 27: Vic hotel \$161.68, full-day per diem Nov. 28: Vic hotel \$161.68, full-day per diem Nov. 29: Vic-Van ferry \$17.45 Dec. 2 Van-Kelowna baggage \$31.50, flight on Lisa's PCard

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**From:** [Pommelet, Lisa EMPR:EX](#)  
**To:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#); [Janke, Debra FIN:EX](#)  
**Subject:** FW: NR receipt  
**Date:** December 17, 2019 2:26:41 PM  
**Attachments:** [DHammond receipt Parkside.pdf](#)

---

Hello,

Here is the signed hotel receipt for E132387 for Danika Hammond.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

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**From:** Hammond, Danika S EMPR:EX <Danika.Hammond@gov.bc.ca>  
**Sent:** December 17, 2019 2:25 PM  
**To:** Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>  
**Subject:** NR receipt

Hello Lisa

Here is the NR receipt signed by MMM.

Thanks

Danika

Danika Hammond  
Executive Assistant to the  
**Honourable Michelle Mungall**  
Minister of Energy, Mines and Petroleum Resources  
t 250.208.7363

*The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.*

**Danika Hammond**

s.22

Room No. : NR  
 Arrival : 11-24-19  
 Departure Date : 11-29-19  
 Folio No. : NR

Company Name:

Conf. No. :  
 Custom :  
 Reference

Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
✓ 11-24-19	Room Charge	\$161.68 per night including taxes = \$808.40	138.00
11-24-19	GST Room Tax		6.97
11-24-19	PST Room Tax	Ministers approval is on page 2 of the Hotel folio	11.15
11-24-19	MRDT Tax		4.18
11-24-19	DMF Fee		1.38
s.22			
✓ 11-25-19	Room Charge		138.00
11-25-19	GST Room Tax		6.97
11-25-19	PST Room Tax		11.15
11-25-19	MRDT Tax		4.18
11-25-19	DMF Fee		1.38
s.22			
✓ 11-26-19	Room Charge		138.00
11-26-19	GST Room Tax		6.97
11-26-19	PST Room Tax		11.15
11-26-19	MRDT Tax		4.18
11-26-19	DMF Fee		1.38
s.22			
✓ 11-27-19	Room Charge		138.00
11-27-19	GST Room Tax		6.97
11-27-19	PST Room Tax		11.15
11-27-19	MRDT Tax		4.18
11-27-19	DMF Fee		1.38
s.22			

NR

**Danika Hammond**

s.22

Room No. : NR  
 Arrival : 11-24-19  
 Departure Date : 11-29-19  
 Folio No. : NR

Conf. No. :  
 Custom :  
 Reference

Company Name:

Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
11-28-19	GST Tax	0.13	
11-28-19	Mastercard XXXXXXXXXXXXNR		NR
✓ 11-28-19	Room Charge	138.00	
11-28-19	GST Room Tax	6.97	
11-28-19	PST Room Tax	11.15	
11-28-19	MRDT Tax	4.18	
11-28-19	DMF Fee	1.38	
11-29-19	Mastercard XXXXXXXXXXXXNR ✓		161.68
		<b>Total Charges</b>	NR
		<b>Total Credits</b>	NR
		<b>Balance</b>	<b>0.00</b> ✓

Merchant ID  
 Transaction ID 13984176  
 Approval Code 098591  
 Approval Amount 161.68

Credit Card # XXXXXXXXXXXXNR  
 Capture Method Swiped  
 Transaction Amount 161.68

Merchant ID  
 Transaction ID 13984176  
 Approval Code 033481  
 Approval Amount NR

Credit Card # XXXXXXXXXXXXNR  
 Capture Method Swiped  
 Transaction Amount NR

DMF Destination Marketing Fee 1% of the Room Rate  
 MRDT Municipal Regional District Tax 3%  
 GST 5%, PST 8%  
 MRDT, GST and PST calculated on the Room Rate plus DMF  
 PST 7% when applicable on Incidental Charges



Hotel Approval: Minister Michelle Mungall

E132387

**Pommelet, Lisa EMPR:EX**

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**From:** Hammond, Danika S EMPR:EX  
**Sent:** December 11, 2019 11:56 AM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** FW: Air Canada - Receipt - Baggage Fee

My baggage fee went to my junk mail but it did arrive.

Thanks

Danika

-----Original Message-----

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** November 21, 2019 10:09 AM  
**To:** Hammond, Danika S EMPR:EX <Danika.Hammond@gov.bc.ca>  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-11-21 ✓

Passenger: DANIKA HAMMOND ✓

Departure city: CASTLEGAR YCG  
Destination city: VICTORIA YYJ

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD 31.50 CAD

Form of payment used: MasterCard XXXXXXXXXXXX<sup>NR</sup>

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX GST

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/BJ2bmf8onKCf41yASeBTw>

\*\*\*\*\*

## Booking Confirmation

Booking Reference: NR

Date of issue: 07 Nov, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Standard

Thursday  
21 Nov, 2019

15:30  
**Castlegar**  
(YCG), BC

16:48  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M


AC8251

1hr18  
Economy G  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-100

Layover in Vancouver

1hr17

Thursday  
21 Nov, 2019

18:05  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

18:34  
**Victoria**  
Victoria Int. (YYJ), BC



AC8077

0hr29  
Economy G  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400

Total duration

3hr04

## Passengers

 **Danika Hammond**
**Seats**

Ticket Number

NR

AC8251 -

AC8077 -





## Purchase summary

MasterCard  
 \*\*\*\*\*NR  
 Amount paid: \$356.08  
**Tax information**  
 GST no. 10009-2287 RT0001  
 \$16.96

*Lisa's PCard*

1 adult

## Air Transportation Charges

Base Fare	313.00
Surcharges	12.00

## Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	16.96
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	7.00
<b>Total airfare and taxes before options</b>	<b>\$356<sup>08</sup></b>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$356<sup>08</sup></b>



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

**Recommended check-in time**

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

**Check-in and baggage drop-off deadline**

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**  
minutes

**Boarding gate deadline**

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

**Danika Hammond**

s.22

Room No. : NR  
 Arrival : 11-24-19  
 Departure Date : 11-29-19  
 Folio No. : NR

Company Name:

Conf. No. :

Group Name:

Custom :

Reference

**INFORMATION INVOICE**

Date	Description	Charges	Credits
11-24-19	Room Charge	138.00	
11-24-19	GST Room Tax	6.97	
11-24-19	PST Room Tax	11.15	
11-24-19	MRDT Tax	4.18	
11-24-19	DMF Fee	1.38	

s.22

11-25-19	Room Charge	138.00	
11-25-19	GST Room Tax	6.97	
11-25-19	PST Room Tax	11.15	
11-25-19	MRDT Tax	4.18	
11-25-19	DMF Fee	1.38	

s.22

11-26-19	GST Tax	0.13	
11-26-19	Room Charge	138.00	
11-26-19	GST Room Tax	6.97	
11-26-19	PST Room Tax	11.15	
11-26-19	MRDT Tax	4.18	
11-26-19	DMF Fee	1.38	

s.22

11-27-19	GST Tax	0.13	
11-27-19	Room Charge	138.00	
11-27-19	GST Room Tax	6.97	
11-27-19	PST Room Tax	11.15	
11-27-19	MRDT Tax	4.18	
11-27-19	DMF Fee	1.38	

s.22

NR

**Danika Hammond**

s.22

Room No. NR  
 Arrival : 11-24-19  
 Departure Date : 11-29-19  
 Folio No. : NR

Conf. No. :  
 Custom :  
 Reference

Company Name:

Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
11-28-19	GST Tax	0.13	
11-28-19	Mastercard XXXXXXXXXXXXNR		NR
11-28-19	Room Charge	138.00	
11-28-19	GST Room Tax	6.97	
11-28-19	PST Room Tax	11.15	
11-28-19	MRDT Tax	4.18	
11-28-19	DMF Fee	1.38	
11-29-19	Mastercard XXXXXXXXXXXXNR		161.68

**Total Charges** NR**Total Credits** NR**Balance** 0.00

**Merchant ID**  
**Transaction ID** 13984176  
**Approval Code** 098591  
**Approval Amount** 161.68

**Credit Card #** XXXXXXXXXXXXNR  
**Capture Method** Swiped  
**Transaction Amount** 161.68

**Merchant ID**  
**Transaction ID** 13984176  
**Approval Code** 033481  
**Approval Amount** NR

**Credit Card #** XXXXXXXXXXXXNR  
**Capture Method** Swiped  
**Transaction Amount** NR

DMF Destination Marketing Fee 1% of the Room Rate  
 MRDT Municipal Regional District Tax 3%  
 GST 5%, PST 8%  
 MRDT, GST and PST calculated on the Room Rate plus DMF  
 PST 7% when applicable on Incidental Charges

Swartz Bay  
To  
Tsawwassen



**LANE 12**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/29 ✓

1 ✓ Adult	17.20
Fuel Surcharg	0.25
<b>Total</b>	<b>17.45</b>

Master Card

\*\*\*\*\*NR **17.45**

AUTH 035927 66277643 0010019010 3

01 APPROVED - THANK YOU 027

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

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 29 Nov 2019 15:50:13

1005010 439849

SEE REVERSE SIDE OF TICKET

**Pacific Coastal**  
AIRLINES

Flight home cancelled  
- weather  
Lisa's PCard reimbursed



### Reservation Confirmation

Your reservation is now confirmed

**Reservation Number:** NR

\*All charges and payments appear in: CAD

### Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
HAMMOND, DANIKA	\$226.70	\$11.34	\$238.04	\$238.04	\$0.00

### Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P457	01 Dec 2019	14:15 - VANCOUVER - SOUTH	15:30 - TRAIL	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.

Aircraft type and schedule subject to change without notice.

### Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	HAMMOND, DANIKA	AIF - YVR	\$5.00	\$0.25	\$5.25
1	HAMMOND, DANIKA	BRAVO FARE	\$157.00	\$7.85	\$164.85
1	HAMMOND, DANIKA	Fuel Surcharge	\$14.00	\$0.70	\$14.70
1	HAMMOND, DANIKA	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	HAMMOND, DANIKA	Shop (0) - 1st Checked Bag	\$30.00	\$1.50	\$31.50
1	HAMMOND, DANIKA	Carbon Surcharge	\$7.70	\$0.39	\$8.09
Total			\$226.70	\$11.34	\$238.04

### Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
07 November 2019	Lisa Pommelet	\$238.04	MASTERCARD		3163480	077931

Tax Registration: 121386296 RT0001



### Online Check-In

Pacific Coastal customers have the option of checking-in online anytime between 24 hours and up to 1 hour ahead of their scheduled departure time. After completing online check-in, you have the option of printing a boarding pass, or emailing an electronic version to your mobile device, which will be scanned at the boarding gate. If you are checking a bag, we recommend that you **drop your checked baggage off 60 minutes prior** to your scheduled departure time. Checked baggage acceptance **closes 40 minutes prior** to scheduled departure time. To check-in online [click here](#).



## YOUR BOOKING IS CONFIRMED

Booking Reference :NR

### Passengers

**Danika Hammond** ✓

Ticket Number

NR

Seats

AC8418

### Departing Flight

Monday, December 2nd, 2019 Vancouver, CA (YVR) - Kelowna, CA (YLW) ✓

16:30 Non-stop - 56m 17:26

Vancouver

Kelowna

#### Economy - Standard

Sit back and relax in our comfortable Economy Class cabin; earn Aeroplan and Altitude Qualifying Miles

Includes travel operated by Air Canada Express - Jazz

### Purchase summary

MasterCard

xxxx-xxxx-xxxx<sup>NR</sup>

Amount paid: \$327.73

Full details can be found in your attached Itinerary/Receipt

Tax information



Air Transportation Charges

Base Fare	288.00
Surcharges	12.00



Taxes, fees and charges

Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	15.61
Airport Improvement Fee - Canada	5.00
<b>GRAND TOTAL - Canadian dollars</b>	<b>327<sup>.73</sup></b>

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Vancouver (YVR) > Kelowna (YLW)



**1<sup>st</sup> bag**  
\$ 31.50 CAD  
Including taxes



**2<sup>nd</sup> bag**  
\$ 52.50 CAD  
Including taxes

Max. weight per bag:  
23 kg (50 lb)

Max. dimensions per bag:  
158 cm (62 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

## Pommelet, Lisa EMPR:EX

---

**From:** Hammond, Danika S EMPR:EX  
**Sent:** December 2, 2019 1:59 PM  
**To:** Pommelet, Lisa EMPR:EX  
**Subject:** Fwd: Air Canada - Receipt - Baggage Fee

Sent from my iPhone

Begin forwarded message:

**From:** Air Canada <[confirmation@aircanada.ca](mailto:confirmation@aircanada.ca)>  
**Date:** December 2, 2019 at 1:48:32 PM PST  
**To:** [danika.hammond@gov.bc.ca](mailto:danika.hammond@gov.bc.ca)  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-12-02 ✓

Passenger: DANIKA HAMMOND  
Departure city: Vancouver YVR  
Destination city: KELOWNA YLW

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD **31.50 CAD**

Form of payment used: MasterCard XXXXXXXXXXXX<sup>NR</sup>

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX GST

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/BJ2bmf8onKCf41yASeBTw>

\*\*\*\*\*



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

INVOICE #

NR

**FORM USAGE**

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

**CHEQUE INFORMATION**

Payee Name: Danika Hammond Vendor #: NR Loc. Code:         
 Cheque Mailing Address: NR

**DESCRIPTION OF PURCHASE(S)**

Date of Purchase	Description	Amount
12/10/2019	ink + paper for printer	42.20

Cheque Total

42.20

\$37.68  
 GST \$1.89 PST \$2.63

Danika S. Hammond

Signature of Individual Receiving Reimbursement

Dec. 17<sup>th</sup> 2019

Date

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

**CODING**

Client: 057 Resp: 27011 Service Line: 26700 STOB: 6509 <sup>6508</sup> Project: 2700000

[Signature]

Expense Authority Signature

12/17/19

Date

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

Cowan Office Supplies Ltd.  
 ✓ 12/10/19 15:16:26  
 TICKET # Z30369-0 CASH RECEIPT  
 WRITER 4444 GST# R101192374  
 CUSTOMER NET HST

DPCFG245XLCPG245XL INK	1	29.99
58271 COPY PAPER L	1	7.69
37.68 SUB-TOTAL		37.68
GST 1.89		1.89
PST 2.63		2.63
TOTAL		42.20
PAID AMT.		42.20
CHANGE		.00

OTHER ##

EXP

NO RETURNS AFTER 30 DAYS OR OPENED INK  
 ET/TONERS\*

COWAN OFFICE  
 SUPPLIES LTD  
 517 VICTORIA ST.  
 NELSON, BC V1L4K7  
 2503525507

# SALE

MID: 5736691 HST: 1234567890  
 TID: 003 REF#: 00000055  
 Batch #: 609  
 12/10/19 ✓ 15:16:18  
 APPR CODE: 010252  
 MASTERCARD  
 \*\*\*\*\*NR Chip  
 \*\*/\*\*

# AMOUNT

**\$42.20**

APPROVED

Mastercard  
 AID: A0000000041010  
 TVR: 00 00 00 80 00  
 TSE: E8 00

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES  
 TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH  
 ISSUERS AGREEMENT WITH CARDHOLDER  
 ACCORDANCE WITH ISSUER'S  
 AGREEMENT  
 WITH CARDHOLDER

THANK YOU  
 PLEASE COME AGAIN

CUSTOMER COPY

EM20EXEDIJ16



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131995

**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> Cuddy, Andrew ✓				<b>Employee ID</b> NR				<b>Phone Number</b> (778) 698-3168					
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2019/10/15			<b>6. Fiscal Year</b> 2020			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Staffing Minister						<b>Headquarters</b> Victoria				
<b>12. Mailing Address for Cheque</b> PO Box 9060 Stn Prov Gov't													
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>			<b>Cost</b>	<b>Describe</b>
2019	Vic-Fort St John (AC)	0600	1800		0.00		P/Card 54.10	F-BL	30.50			155.12	
10/11													
10/12	Fort St John-Vic (WJ)	0800	2200		0.00		P/Card	F-BL	30.50				
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>		
					\$ 0.00	\$ 54.10		\$ 61.00	\$ 155.12	\$ 0.00	\$ 270.22 ✓		
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>	
057		27011		26700		6501		2700000		NR		\$ 270.22	
057						5702							
057													
057													
<b>Less Travel Advance</b>													
057													
<b>AMOUNT DUE TO EMPLOYEE</b>											<b>54.</b>		
											\$ 270.22 ✓		
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<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 1050-06

DJ Oct 30/19

**Audit Trail for Travel Voucher (Restricted Use) E131995 for Cuddy, Andrew**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/15 15:36:36	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca	Saved	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/10/15 15:36:50	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca	Notified	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/10/16 10:55:31	Cuddy, Andrew NR Andrew.Cuddy@gov.bc.ca		Approved	Duncan, Kate Kate.Duncan@gov.bc.ca
2019/10/16 11:41:47	Duncan, Kate ✓ NR Kate.Duncan@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E131995 for Cuddy, Andrew

1 note(s) returned.

Created On	Author	Note
2019/10/15 15:36:36	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Andrew Cuddy: October 11 (Vic-Fort St John) - Victoria taxi \$54.10 (personal card), full-day per diem October 12 (Fort St John-Vic) - hotel in Fort St. John \$155.12 (personal card), full day per diem ✓

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**From:** [Pommelet, Lisa EMPR:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: E-forms: Action Required re: E131995 for Andrew Cuddy  
**Date:** October 30, 2019 11:29:46 AM  
**Attachments:** [E131995 CUDDY receipts.pdf](#)

---

Hi Debra,

Sorry, I thought I had sent in the receipts already. Please let me know if you have any trouble viewing it.

Thank you,

Lisa Pommelet  
Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900

-----Original Message-----

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>  
Sent: October 30, 2019 11:20 AM  
To: Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>  
Subject: FW: E-forms: Action Required re: E131995 for Andrew Cuddy

Hi Lisa,

Please email the receipts for Andrew's above-noted travel claim.

Thanks.

Debra

-----Original Message-----

From: EFIMailer@gov.bc.ca [<mailto:EFIMailer@gov.bc.ca>]  
Sent: October 16, 2019 11:42 AM  
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
Subject: E-forms: Action Required re: E131995 for Andrew Cuddy

Travel Voucher (Restricted Use) Control No. E131995 for Andrew Cuddy was "Approved" by Kate Duncan and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

<http://gwww.eforms.gov.bc.ca>

1. Select the FORMS tab.
2. Select the E-Form referenced above.
3. Open the form.

E131993 Cuddy

BLUEBIRD CABS #88  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/10/11 ✓  
TIME 3556 05:53:09  
RECEIPT NUMBER  
H85058448-001-643-011-0

PURCHASE  
AMOUNT

\$54.10

s.22

MasterCard  
A0000000041010  
55A80877D260BFD7  
0000008000-

**APPROVED**

AUTH# 092780 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

NR

NR

Name  
AddressCuddy, Andrew ✓  
s.22

Room ® NR  
 Arrival Date 10/11/2019 6:47:00 PM  
 Departure Date 10/12/2019 9:34:00 AM  
 Adult/Child 1/0  
 Room Rate 137.28  
 Rate Plan: R3X  
 NR  
 AL:  
 Car:

Confirmation Number: NR

10/12/2019

DATE	REFERENCE	DESCRIPTION	AMOUNT
10/11/2019	221596	GUEST ROOM	\$137.28
10/11/2019	221596	RM PST TAX	\$10.98
10/11/2019	221596	RM GST TAX	\$6.86
10/12/2019	221652	MC *NR	(\$155.12)
		**BALANCE**	\$0.00 ✓
EXPENSE REPORT SUMMARY			
	10/11/2019	STAY TOTAL	
ROOM AND TAX	\$155.12	\$155.12	
DAILY TOTAL	\$155.12	\$155.12	
NR			
ACCOUNT NO.		DATE OF CHARGE	FOLIO NO. / CHECK NO.
			NR
CARD MEMBER NAME		AUTHORIZATION	INITIAL
ESTABLISHMENT NO. LOCATION		PURCHASES SERVICES	
IF WE IMPRESSED YOU PLEASE LEAVE A TRIP ADVISOR REVIEW, IF WE DROPPED A BALL PLEASE LET US KNOW DIRECT SO WE CAN MAKE IT RIGHT!		TAXES	
		TIPS MISC.	
CARD MEMBERS SIGNATURE		TOTAL AMOUNT	-155.12
X			PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.





NR

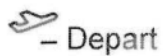
## Booking Confirmation

Booking Reference: NR

Date of issue: 19 Sep, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



- Depart

Economy - Basic

✓	Friday 11 Oct. 2019	06:55 <b>Victoria</b> Victoria Int. (YYJ), BC		07:25 <b>Vancouver</b> Vancouver Int. (YVR), BC Terminal M	 AC8050	0hr30 Economy L Operated by: Air Canada Express - Jazz   De Havilland Dash 8-400
				Layover in Vancouver		0hr50
✓	Friday 11 Oct. 2019	08:15 <b>Vancouver</b> Vancouver Int. (YVR), BC Terminal M		09:57 <b>Fort St. John</b> (YXJ), BC	 AC8181	1hr42 Economy L Operated by: Air Canada Express - Jazz   De Havilland Dash 8-400
				Total duration		3hr02

ⓘ Economy Basic is a restricted fare

## Passengers

<b>Andrew Cuddy</b> ✓	<b>Seats</b>
<b>Ticket Number</b>	AC8050 -
NR	AC8181 -



## Purchase summary

MasterCard  
\*\*\*\*\*NIP  
Amount paid: \$237.43  
**Tax information**  
GST no. 10009-2267 RT0001  
\$11.31

1 adult



Base Fare	186.00
Surcharges	18.00



Goods and Services Tax - Canada - 100092267 RT0001	11.31
Air Travellers Security Charge - Canada	7.12
Airport improvement Fee - Canada	15.00
Total airfare and taxes before options	<u>\$237<sup>43</sup></u>
GRAND TOTAL (Canadian dollars)	<u>\$237<sup>43</sup></u>



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**

minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline, 20 minutes.



## eTicket Receipt

Prepared For  
CUDDY/ANDREW MR ✓

RESERVATION CODE	NR
ISSUE DATE	08Oct19
TICKET NUMBER	NR
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 12Oct19	WESTJET WS 3203  Operated by: WESTJET ENCORE	FORT ST JOHN BC, CANADA  Time 18:00	VANCOUVER BC, CANADA  Time 19:53 Terminal MAIN TERMINAL	Cabin ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis SB0D0FLG Not Valid After 13OCT19
✓ 12Oct19	WESTJET WS 3185  Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA  Time 22:00 Terminal MAIN TERMINAL	VICTORIA BC, CANADA  Time 22:34	Cabin ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis SB0D0FLG Not Valid After 12OCT20

## Allowances

### Baggage Allowance

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

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

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

### Carry On Allowances

YXJ to YVR , YVR to YYJ - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX NR
Fare Calculation Line	YXJ WS X/YVR WS YYJ297.00CAD297.00END
Fare	CAD 297.00
Taxes/Fees/Carrier-Imposed Charges	CAD 18.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.11 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 18.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.90 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 357.13

### Positive identification required for airport check in

#### Notice:

**QST # 1202807956TQ0001 GST # 866112535**

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

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

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

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132174

**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> Cuddy, Andrew				<b>Employee ID</b> NR				<b>Phone Number</b> (778) 698-3168					
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3					
<b>5. Date Completed</b> 2019/11/08			<b>6. Fiscal Year</b> 2020			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Conference						<b>Headquarters</b> Victoria				
<b>12. Mailing Address for Cheque</b> PO Box 9060 Stn Prov Gov't													
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>				
2019	Vic-Van (ferry)	0800	1800		0.00			F-BL	30.50				
11/04	Vancouver	0700	1800		0.00			F-BL	30.50				
11/05	Van-Vic (ferry)	0700	1800		0.00			F-BL	30.50				
11/06													
<b>TOTALS OF COLUMNS</b>						<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>	
						\$ 0.00	\$ 17.45		\$ 91.50	\$ 444.14	\$ 0.00	\$ 553.09	
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>	<b>Amount</b>							
057	27011	26700	6501	2700000	NR	\$ 553.09							
057			5701										
057													
057													
057													
<b>Less Travel Advance</b>													
057													
						<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b>		
											\$ 553.09		
<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) E132174 for Cuddy, Andrew**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/08 13:14:29	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca	Saved	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/11/08 13:14:54	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca	Notified	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/11/08 13:25:04	Cuddy, Andrew NR Andrew.Cuddy@gov.bc.ca		Approved	Duncan, Kate Kate.Duncan@gov.bc.ca
2019/11/12 11:15:52	Duncan, Kate ✓ NR Kate.Duncan@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132174 for Cuddy, Andrew

1 note(s) returned.

Created On	Author	Note
2019/11/08 13:14:29	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Andrew Cuddy travel Nov. 4-6, 2019 Vic-Van-Vic. All travel expenses paid using personal credit card. Nov. 4 Vic-Van: hotel \$22 s.22 dinner and incidentals claimed Nov. 5 Van: hotel \$22 dinner and incidentals claimed Nov. 6 Van-Vic: ferry ride, dinner and incidentals claimed ✓

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**From:** [Pommelet, Lisa EMPR:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: E132174 CUDDY receipts  
**Date:** November 13, 2019 9:22:58 AM

---

Good morning,

He got a ride with Melissa in her car and she paid for both of them to take the ferry. I haven't received any receipts from Melissa yet, so nothing from the journey to Vancouver has been claimed yet. Thank you for checking

Have a great day!

Lisa

---

**From:** Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>  
**Sent:** November 13, 2019 9:21 AM  
**To:** Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>  
**Subject:** RE: E132174 CUDDY receipts

Good morning Lisa,

How did Andrew travel from Victoria to Vancouver on November 4<sup>th</sup>?

Thanks.

Debra

---

**From:** Pommelet, Lisa EMPR:EX  
**Sent:** November 8, 2019 1:26 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** E132174 CUDDY receipts

Hello,

Here are the receipts for Andrew Cuddy's travel claim E132174. Please let me know if you have any questions.

Thank you,

**Lisa Pommelet**

Administrative Assistant for the Honourable Minister Michelle Mungall  
Ministry of Energy, Mines, and Petroleum Resources  
Ph. (250)953-0900



E132174 CUDPY

Tsawwassen  
To  
Swartz Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/06 ✓

1 Adult ✓	17.20
Fuel Surcharge	0.25
Total	17.45

MasterCard

\*\*\*\*\*NR

17.45

AUTH 012298 66251454 0010011230 H

MasterCard

A0000000041010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

TSA 06 Nov 2019 17:27:07



7007425 415986

SEE REVERSE SIDE OF TICKET

KIOSK00742

NR

Room : NR  
Folio # :  
Invoice # :  
Cashier # : 604839  
Page # : 1 of 1

Mr Andrew Cuddy ✓  
Unknown

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

CSA approved single rate, ok ✓

Date	Description	Additional Information	Charges	Credits
s.22				
11-04-19	Room Charge	2 nights @ \$222.07 including taxes	189.00	
11-04-19	Destination Marketing Fee		2.44	
11-04-19	Room PST		21.06	
11-04-19	Room GST		9.57	
s.22				
11-05-19	Room Charge		189.00	
11-05-19	Destination Marketing Fee		2.44	
11-05-19	Room PST		21.06	
11-05-19	Room GST		9.57	
11-06-19	Mastercard	XXXXXXXXXXXXNR ✓ XX/XX		NR
Total			NR	NR
Balance Due			0.00 ✓	

GST Summary

Room : 19.14  
F&B : 0.00  
Other : 0.00  
Total : 19.14

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

EM20EXEDIJ20



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132255

**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> Sanderson, Melissa ✓				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 356-9944																																							
<b>Client Organization</b> Energy, Mines and Petroleum Resources				<b>Job Title</b> SR Ministerial Assistant				<b>Travel Group Code</b> 3																																							
<b>5. Date Completed</b> 2019/11/22			<b>6. Fiscal Year</b> 2020			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Staffing Minister						<b>Headquarters</b> Minister's office																																						
<b>12. Mailing Address for Cheque</b> Rm 301 Parliament Buildings Victoria, BC																																															
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>																																			
<table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>Vic-Van (ferry)</td> <td>0800</td> <td>1600</td> <td></td> <td>0.00</td> <td>F-</td> <td>51.50</td> <td>278.07</td> <td></td> </tr> <tr> <td>Vancouver</td> <td>0800</td> <td>1600</td> <td></td> <td>0.00</td> <td>F-</td> <td>51.50</td> <td>278.07</td> <td></td> </tr> <tr> <td>Vancouver</td> <td>0800</td> <td>1600</td> <td></td> <td>0.00</td> <td>F-</td> <td>51.50</td> <td>278.07</td> <td></td> </tr> </tbody> </table>												Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	Vic-Van (ferry)	0800	1600		0.00	F-	51.50	278.07		Vancouver	0800	1600		0.00	F-	51.50	278.07		Vancouver	0800	1600		0.00	F-	51.50	278.07	
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<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00		<b>37.</b> ✓ \$ 93.25		<b>38.</b> ✓ \$ 154.50		<b>39.</b> ✓ \$ 834.21		<b>40.</b> \$ 0.00		<b>Claim Total</b> ✓ \$ 1081.96																																	
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>																																			
057		27011		26700		5701		2700000		NR		1064.51\$ s.22																																			
057		27011		26700		5701		2700000				17.45																																			
057								Andrew Cuddy																																							
057								BC Ferries fare																																							
<b>Less Travel Advance</b>																																															
057																																															
												<b>54.</b> \$ 1081.96 ✓																																			
<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 1050-06

DJ Dec 23/19

35 of 40 FIN-2020-02963  
2019-12-23

**Audit Trail for Travel Voucher (Restricted Use) E132255 for Sanderson, Melissa**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/22 14:25:55	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Saved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/11/22 14:26:19	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Notified	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/11/22 14:26:27	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca	Saved	Sanderson, Melissa Melissa.Sanderson@gov.bc.ca
2019/12/17 15:12:31	Sanderson, Melissa NR Melissa.Sanderson@gov.bc.ca		Initiated	Cuddy, Andrew Andrew.Cuddy@gov.bc.ca
2019/12/18 10:55:41	Cuddy, Andrew ✓ NR Andrew.Cuddy@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132255 for Sanderson, Melissa

1 note(s) returned.

Created On	Author	Note
2019/11/22 14:25:55	Pommelet, Lisa Pommelet NR Lisa.Pommelet@gov.bc.ca	Melissa Sanderson Vic-Van for FNLG All paid for using personal credit card Nov. 4 - Vic-Van: BC Ferries \$93.25, hotel \$224.74 + parking at hotel \$53.33= \$278.07, full-day per diem Nov. 5 - Van: hotel \$278.07, full-day per diem Nov. 6 - Van: hotel \$278.07, full day per diem

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E132255

Swartz Bay  
To  
Tsawwassen



**LANE 01**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/04 ✓**  
**BOOKING-NR**  
**REF#: NR**

Standard - Partially Prepaid  
1 Reservation Pr 21.00  
20' Undersize Vehi 57.50  
s.22 Fuel Surcharg 1.35

Total s.22

Prepayment 21.00 \$ 21.00 reservation fee; paid on the Office P/Card

Visa \*\*\*\*\*NR s.22

AUTH 044660 66277643 0010016150 3  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

s.22

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

SWB 04 Nov 2019 12:11:00



1005010 234741  
96980

SEE REVERSE SIDE OF TICKET

Room : NR  
 Folio # :  
 Invoice # :  
 Cashier # : 604741  
 Page # : 1 of 2

Ms Melissa Sanderson ✓  
 Unknown

Arrival : 11-04-19  
 Departure : 11-07-19

CSA Single rate and parking, ok

Date	Description	Additional Information	Charges	Credits
✓ 11-04-19	Room Charge	\$222.07 per night including taxes (3)	189.00	
11-04-19	Destination Marketing Fee		2.44	
11-04-19	Room PST		21.06	
11-04-19	Room GST		9.57	
11-04-19	Parking	GC1 5ON \$56.00 per night including taxes (3)	43.01	
11-04-19	Parking - Tax		10.32	
11-04-19	Parking - GST		2.67	
✓ 11-05-19	Room Charge		189.00	
11-05-19	Destination Marketing Fee		2.44	
11-05-19	Room PST		21.06	
11-05-19	Room GST		9.57	
11-05-19	Parking	GC1 5ON	43.01	
11-05-19	Parking - Tax		10.32	
11-05-19	Parking - GST		2.67	
✓ 11-06-19	Room Charge		189.00	
11-06-19	Destination Marketing Fee		2.44	
11-06-19	Room PST		21.06	
11-06-19	Room GST		9.57	
11-06-19	Parking	GC1 5ON	43.01	
11-06-19	Parking - Tax		10.32	
11-06-19	Parking - GST		2.67	
11-07-19	Visa	XXXXXXXXXXXXNR ✓ XX/XX		834.21

NR

Room : NR  
Folio # :  
Invoice # :  
Cashier # : 604741  
Page # : 2 of 2

Ms Melissa Sanderson  
Unknown

Arrival : 11-04-19  
Departure : 11-07-19

Date	Description	Additional Information	Charges	Credits
Total			834.21	834.21
Balance Due			0.00 ✓	

GST Summary

Room : 28.71  
F&B : 0.00  
Other : 8.01  
Total : 36.72

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