

EN20EXEDIJ54



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131964

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Lo, Reamick ✓				Employee ID NR				Phone Number (250) 812-8642																																																																																																												
Client Organization Environment and Climate Change Strategy				Job Title Executive Assistant				Travel Group Code 3																																																																																																												
5. Date Completed 2019/10/11			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																											
Type of Travel In Province			14. Reason for Travel Ministerial business						Headquarters MO -Vancouver																																																																																																											
12. Mailing Address for Cheque Room 112, 501 Belville St Victoria, BC V8V 1X4																																																																																																																				
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <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>2019</td> <td>Van - Helijet</td> <td>1530</td> <td>1600</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/07</td> <td>Vic(Heli)- hotel</td> <td>1720</td> <td>1730</td> <td>0</td> <td>0.00</td> <td>P/Card 10.00</td> <td>F-BL</td> <td>30.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/08</td> <td>Vic</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>162.85</td> <td></td> <td></td> </tr> <tr> <td>10/09</td> <td>Vic</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>162.85</td> <td></td> <td></td> </tr> <tr> <td>10/10</td> <td>Hotel-seaplane</td> <td>1500</td> <td>1520</td> <td></td> <td>0.00</td> <td>9.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/10</td> <td>Vic</td> <td>0700</td> <td>1530</td> <td>0</td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/10</td> <td>Seaplane-Van(HA)</td> <td>1605</td> <td>1635</td> <td></td> <td>0.00</td> <td>P/Card 28.50</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	Describe	2019	Van - Helijet	1530	1600		0.00							10/07	Vic(Heli)- hotel	1720	1730	0	0.00	P/Card 10.00	F-BL	30.50				10/08	Vic	0700	2359		0.00		F-	51.50	162.85			10/09	Vic	0700	2359		0.00		F-	51.50	162.85			10/10	Hotel-seaplane	1500	1520		0.00	9.00						10/10	Vic	0700	1530	0	0.00		F-D	33.25				10/10	Seaplane-Van(HA)	1605	1635		0.00	P/Card 28.50					
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TOTALS OF COLUMNS					36. \$ 0.00	37. ✓ \$ 77.00		38. ✓ \$ 166.75	39. ✓ \$ 488.55	40. \$ 0.00	Claim Total \$ 732.30 ✓																																																																																																									
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code NR Amount \$ 732.30																																																																																																										
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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

DJ Oct 16/19

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2019-10-16

Audit Trail for Travel Voucher (Restricted Use) E131964 for Lo, Reamick

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/11 08:33:35	Lo, Reamick NR Reamick.Lo@gov.bc.ca		Saved	Lo, Reamick Reamick.Lo@gov.bc.ca
2019/10/11 08:41:05	Lo, Reamick NR Reamick.Lo@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/11 14:21:10	Sather, Kelly ✓ NR Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131964 for Lo, Reamick

1 note(s) returned.

Created On	Author	Note
2019/10/11 08:41:05	Lo, Reamick NR Reamick.Lo@gov.bc.ca	Oct 7 -taxi Vancouver to helijet terminal \$29.5 -Office booked and paid helijet ticket, please contact Sarah Shoquist at MO for helijet receipt -taxi Helijet in Vic to hotel \$10 Oct 10 -tax hotel to seaplane \$9 -office booked and paid Harbour air, contact Sarah Shoquist at MO for receipt -taxi Harbour Air to Vancouver \$28.5

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From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: E131964 Reamick Lo
Date: October 16, 2019 11:08:00 AM

Hi Sarah,

NR exceeds the CSA approved single rate of \$119.00 plus taxes, per night. When you get a chance, please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and return signed the copy.

For auditing purposes, please email copies of the air invoices for Oct 7th and 10th.

Thanks.

Debra

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

Reamick Lo
Canada

Room No. :NR
Arrival : 10/07/19
Departure : 10/10/19
Folio No. :
Conf. No. : NR
Cashier No. : 837
Custom Ref. :

Company Name:

Group Name:

Date	Description	Charges	Credits
✓ 10/07/19	Room Corporate	139.00	
10/07/19	Tax: Destination Marketing Fee	1.39	
10/07/19	Tax: Hotel Room	15.44	
10/07/19	TAX: GST Room	7.02	
✓ 10/08/19	Room Corporate	139.00	
10/08/19	Tax: Destination Marketing Fee	1.39	
10/08/19	Tax: Hotel Room	15.44	
10/08/19	TAX: GST Room	7.02	
✓ 10/09/19	Room Corporate	139.00	
10/09/19	Tax: Destination Marketing Fee	1.39	
10/09/19	Tax: Hotel Room	15.44	
10/09/19	TAX: GST Room	7.02	
10/10/19	Visa		488.55
	XXXXXXXXXXXXNR XX/XX		

GST Summary	
GST NR	
Room GST	21.06
F&B GST	0.00
Other GST	0.00
Total 0.00	0.00
	21.06

Total Charges	488.55	
Total Credits		488.55
Balance		0.00 ✓

Taxi from: Helix

NR

Taxi to: _____

Car #: 40

Driver: Edget

\$10.00

Date: October 7, 19

Fare total: \$10.00

A cab at your fingertips

GET THE APP TODAY!

SMARTHAL

Android

101-3045 Douglas St., Victoria, BC V8T 4N2

iPhone



The driver is an independent contractor, any GST input credit may be claimed as "Notional" or applied to the driver's GST registered number, not Victoria Taxi (1987) Ltd. GST #



VANCOUVER, B.C., CANADA

604 681-1111

DATE 10/07/201

RECEIVED FROM _____

s.22

FROM _____

CAB NO. 86

DRIVER Edget

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) NO COINS NEEDED

TTY LINE (hearing impaired) 604 258-4747

GST INCLUDED
GST # R105762496



VANCOUVER, B.C., CANADA

604 681-1111

RECEIVED FROM _____

DATE October 10, 201

FROM HARBOR AIR

TO _____

s.22

CAB NO. 0067

DRIVER Noel

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) NO COINS NEEDED

TTY LINE (hearing impaired) 604 258-4747

GST INCLUDED
GST # R105762496

Taxi from: _____

NR

NR

Taxi to: _____

Car #: 28

Driver: Edget

Date: 10-10-2019

Fare total: \$9.00

A cab at your fingertips

GET THE APP TODAY!

SMARTHAL

Android

101-3045 Douglas St., Victoria, BC V8T 4N2

iPhone



The driver is an independent contractor, any GST input credit may be claimed as "Notional" or applied to the driver's GST registered number, not Victoria Taxi (1987) Ltd. GST #



EN20EXEDIJ75



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132332

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Name Lo, Reamick ✓				Employee ID NR				Phone Number (250) 812-8642						
Client Organization Environment and Climate Change Strategy				Job Title Executive Assistant				Travel Group Code 3						
5. Date Completed 2019/12/09			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Ministerial business			Headquarters MO-Vancouver								
12. Mailing Address for Cheque Room 112, 501 Belville St Victoria, BC V8V 1X4														
16. Travel Dates		17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination	Start	End	Km	Cost			Claim	Cost		Cost	Cost	Describe
2019		Van to Vic (ferry)	1000	1400	76	41.80	75.80		F-BL	30.50		144.50		Hotel costs: Nov 24-27
11/24		Vic	0700	2359	0	0.00			F-	51.50		144.50		includes \$16.80 parking
11/25		Vic	0700	2359		0.00			F-	51.50		144.50		
11/26		Vic	0700	2359		0.00			F-	51.50		144.50		
11/27		Vic-Sidney ferry	1600	1700	35	19.25	75.80		F-D	33.25		N/C		
11/28		Sidney to Van (ferry)	0900	1400	39	22.35			F-BL DI	0.00				
11/30					43	23.65								
TOTALS OF COLUMNS					154 kms		36.84.70	37. ✓		38. ✓	39. ✓	40. ✓	Claim Total	
							\$ 77.55	\$ 151.60		\$ 218.25	\$ 578.00	\$ 0.00	\$ s.22	1032.55
48. Client Code		49. Resp.	50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
048		29005	64000		5701		2900000		NR		1032.55 \$ s.22			
048														
048														
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Less Travel Advance														
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												54. 1032.55		
												s.22		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed				

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

11/30: per travel notes:confirmed by email dated Dec 23/19 with Reamick (attached)

DJ Dec 23/19

Audit Trail for Travel Voucher (Restricted Use) E132332 for Lo, Reamick

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/09 11:06:11	Lo, Reamick NR Reamick.Lo@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/18 09:37:48	Sather, Kelly ✓ NR Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132332 for Lo, Reamick

1 note(s) returned.

Created On	Author	Note
2019/12/09 11:06:11	Lo, Reamick NR Reamick.Lo@gov.bc.ca	Mileage Nov 24 - Vancouver-office-Tsassawwen ferry-Swartz bay ferry to Victoria hotel - 76km Nov 28 - Victoria hotel-Minister's office- Sidney ferry terminal - 35km Overnight in Sidney, not claiming dinner and lodging Nov 29 - overnight in Sidney not claiming meals and lodging Nov 30 - Tsassawwen ferry-office-Vancouver 43 km email sent to Reamick (attached) requesting confirmation of Kms no meals -received and attached

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From: [Janke, Debra FIN:EX](#)
To: [Lo, Reamick ENV:EX](#)
Subject: RE: E132332
Date: December 24, 2019 11:22:00 AM
Attachments: [E132332 LO, REAMICK NOV 24-30, 2019.pdf](#)

Thanks, Reamick.

I have processed payment today. For your records, please see the attached copy which has been adjusted from 30 kms to 43 kms.

Debra

From: Lo, Reamick ENV:EX
Sent: December 23, 2019 4:19 PM
To: Janke, Debra FIN:EX
Subject: RE: E132332

Hi Debra,
I just checked. It should be 43km so I will claim the difference of 13mim next time. Thanks.
Reamick

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: December 23, 2019 2:35 PM
To: Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Subject: E132332

Hi Reamick,

The travel notes for November 30th indicate 43kms and you have claimed 30kms. I will process this claim today at 30kms. If the correct kms are 43, please add the difference to a future travel claim and cross reference E132332 in your notes.

Thanks.

Debra

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

Tsawwassen
To
Swartz Bay



LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/24 ✓

20'	Undersize Vehi	57.50
1 ✓	Adult	17.20
	Fuel Surcharg	1.10

Total 75.80

Visa

*****NR

75.80

AUTH 075741 66277656 0010014630-3

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Swartz Bay
To
Tsawwassen



LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/30 ✓

20'	Undersize Vehi	57.50
1 ✓	Adult	17.20
	Fuel Surcharg	1.10

Total 75.80

Visa

*****NR

75.80

AUTH 053021 66277637 0010011000-0

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 24 Nov 2019 09:52:52



1007086 935201

SEE REVERSE SIDE OF TICKET

CARDHOLDER COPY
SWB 30 Nov 2019 09:58:45



1005038 000847

105075

SEE REVERSE SIDE OF TICKET

Ms Reamick Lo ✓

s.22

Invoice

Invoice date 11/28/2019
 Invoice number NR
 Our reference
 GST Number

Guest **Ms Reamick Lo** Arrival **11/24/2019** Departure **11/28/2019** Room **NR**

Date	Description	Quantity	Unit Price	Total ()
✓ 11/24/2019	Room Charge \$127.70 per night (4) including taxes	1	109.00	109.00
11/24/2019	GST Room Taxes 5% \$ 16.80 parking per night	1	5.50	5.50
11/24/2019	DMF Fee 1%	1	1.09	1.09
11/24/2019	Municipal Room Tax 3%	1	3.30	3.30
11/24/2019	Provincial Room Tax 8%	1	8.81	8.81
11/24/2019	Parking	1	16.00	16.00
11/24/2019	GST Parking	1	0.80	0.80
✓ 11/25/2019	Room Charge	1	109.00	109.00
11/25/2019	GST Room Taxes 5%	1	5.50	5.50
11/25/2019	DMF Fee 1%	1	1.09	1.09
11/25/2019	Municipal Room Tax 3%	1	3.30	3.30
11/25/2019	Provincial Room Tax 8%	1	8.81	8.81
11/25/2019	Parking	1	16.00	16.00
11/25/2019	GST Parking	1	0.80	0.80
✓ 11/26/2019	Room Charge	1	109.00	109.00
11/26/2019	GST Room Taxes 5%	1	5.50	5.50
11/26/2019	DMF Fee 1%	1	1.09	1.09
11/26/2019	Municipal Room Tax 3%	1	3.30	3.30
11/26/2019	Provincial Room Tax 8%	1	8.81	8.81
11/26/2019	Parking	1	16.00	16.00
11/26/2019	GST Parking	1	0.80	0.80
✓ 11/27/2019	Room Charge	1	109.00	109.00
11/27/2019	GST Room Taxes 5%	1	5.50	5.50
11/27/2019	DMF Fee 1%	1	1.09	1.09
11/27/2019	Municipal Room Tax 3%	1	3.30	3.30
11/27/2019	Provincial Room Tax 8%	1	8.81	8.81
11/27/2019	Parking	1	16.00	16.00
11/27/2019	GST Parking	1	0.80	0.80

Total invoice 578.00

11/28/2019 VS ***NR Auth: 052451

-578.00

Subtotal 578.00

NR

Invoice

Invoice date 11/28/2019
Invoice number NR
Our reference
GST Number

Date	Description	Quantity	Unit Price	Total ()
	CSA single rate, ok		Total Paid	-578.00
			Total Due	0.00 ✓
Total GST	25.20			
NR				

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

Where ideas work

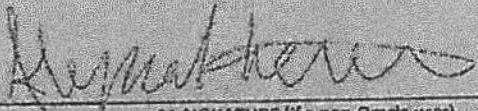
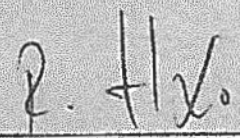
Ministry of Finance and Supported Entities
Reimbursement Claim (for non-payroll related expenses)

EN20EXEDIJ85

NR

PAYEE NAME: <u>REAMICK LO</u> <input checked="" type="checkbox"/>					SUPPLIER #: <u>NR</u>					SITE: _____				
CHEQUE MAILING ADDRESS: <u>s.22</u>														
DESCRIPTION OF PURCHASE: Car use and office supplies										DATE OF PURCHASE: _____ (DD-MMM-YYYY)				

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE <small>12%, 13%, 5%, 0%</small>	CL	RESP	SERVICE LINE	STOB	PROJECT
106.15 s.22			048	29005	64000	6501	2900000 (Kms not on travel status)
6.44	5.75	12%	048	29005	64000	6508	2900000
35.20			048	29005	64000	5702	2900000
147.79	147.79	TOTAL					

EXPENSE AUTHORITY (EA) INFORMATION <u>ALYSSA HRENYK</u> EA PRINTED NAME	SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR) <u>REAMICK LO</u> QR PRINTED NAME
BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.	The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).
 <input checked="" type="checkbox"/> EA SIGNATURE (if a non-Oracle user)	 <input checked="" type="checkbox"/> QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

Shoquist, Sarah ENV:EX

From: Lo, Reamick ENV:EX
Sent: December 19, 2019 8:44 AM
To: Shoquist, Sarah ENV:EX
Subject: Petty cash for local travel claim
Attachments: IMG_0396.jpg

Hi Sarah,

Can you please fill a form then Alyssa and I can sign off for processing before the holidays:

All round trips for ministerial meetings

Oct 2 – VCO and Musqueam Centre 58km

Nov 4 – VCO 27km

Nov 7 – Richmond 64km

Nov 8 – VCO 27km

Dec 16 – VCO 27km

Dec 17 – VCO 27km

Dec 19 – VCO 27 km

Total mileage – 257 km x \$0.55 = \$141.35 ✓|

Plus attached receipt for stationery - \$6.44 ✓|

Total \$147.79

Please attach this email with the form and double check the amount. Thanks.

Reamick Lo

Executive Assistant to Hon. George Heyman

Ministry of Environment and Climate Change Strategy

Ph: 250-812-8642

Reamick.Lo@gov.bc.ca

Your Dollar Store W/ More #185
398 W Broadway
Vancouver, BC V5Y 1R2
604-879-5577

Sales Receipt

Transaction #: 1328847
Date: 11/6/2019 Time: 1:32:15 PM
Cashier: 3 Register #: 2

UPC Code	Description	Amount
062823305700	DT POCKET DOCUMENT FOL	\$4.50
062823306547	KRA ENVELOPS PEEL & SE	\$1.25



Sub Total	\$5.75
GST	\$0.29
BC-PST	\$0.40
Total	\$6.44

VISA Credit Card Tendered	\$6.44	<input checked="" type="checkbox"/>
Change Due	\$0.00	

Total # of Items Purchased 2

No Cash Refund. EXCHANGE WITH
RECEIPT WITHIN 7 DAYS OF PURCHASE
IN UNUSED/UNOPENED CONDITION
GST #844559419

EN20EXEDJ66



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132209

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Milne, Gala ✓				Employee ID NR		Phone Number (778) 974-5931	
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2019/11/18		6. Fiscal Year 2020		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9047 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2019	Destination	Start	End	Km	Cost		Lodging Costs
11/14	Vic - Van (HA)	0700	1900		0.00	P/Card	217.37
11/15	Van - Vic (HA)	0700	1500		0.00	P/Card	
						s.22	
						36.55	
						s.22	
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 0.00	36.55 \$ s.22	\$ 84.75	\$ 217.37
							40.
							\$ 0.00
							Claim Total
							\$ s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
048	29005	64000	5701	2900000	NR	338.67 \$ s.22	
048							
048							
048							
Less Travel Advance							
048							
AMOUNT DUE TO EMPLOYEE							54.
							338.67 \$ s.22
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Nov 29/19

Audit Trail for Travel Voucher (Restricted Use) E132209 for Milne, Gala

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/18 16:07:57	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2019/11/18 16:16:42	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2019/11/18 16:20:48	Milne, Gala NR Gala.Milne@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/11/18 17:30:39	Sather, Kelly ✓ NR Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E132209 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2019/11/18 16:07:57	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	11/14 - HA flight on Sarah's pcard, full day, hotel 11/15 - HA flight Sarah's pcard, F-D ✓

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Gala Milne Travel Reimbursement

Thursday November 14

Meals – Breakfast, Lunch, Dinner

Hotel – (Receipt attached)

Friday November 15

Meals – Breakfast, lunch

Travel – Taxi to airport s.22

YELLOW CAB #178
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/11/15 ✓
TIME 6340 07:59:50
CLERK ID 1
RECEIPT NUMBER
C85042943-001-009-856-0

PURCHASE

AMOUNT

\$36.55

s.22

Mastercard
A0000000041010
FED48DC3D9D987A4
0000008000-E800
0388AD70E7EA66BF

APPROVED

AUTH# 081326 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Gala Milne ✓ |
s.22

Room: NR
Folio:
Cashier: 7
Arrival: 11-14-19
Departure: 11-15-19
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 11-14-19	Room Charge	CSA approved single rate, ok ✓	185.00	
11-14-19	Destination Marketing Fee (DMF)		2.39	
11-14-19	Rooms - GST		9.37	
11-14-19	Municipal Room Tax (MRT)		5.62	
11-14-19	Rooms - Provincial Tax - PST		14.99	
11-15-19	Master Card	XXXXXXXXXXXXNR XX/XX		217.37
GST Summary			Total	217.37
Registration No: NR				217.37
Room 9.37				
F&B 0.00				
Other 0.00				
Total 9.37				
PST Summary				
Room 14.99				
F&B 0.00				
Other 0.00				
Total 14.99				
Balance Due			0.00 CDN	✓

Guest Signature: _____

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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132445

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Milne, Gala ✓				Employee ID NR				Phone Number (778) 974-5931				
Client Organization Environment and Climate Change Strategy				Job Title Ministerial Assistant				Travel Group Code 3				
5. Date Completed 2020/01/06			6. Fiscal Year 2020			7. Special Cheque Issue EFT			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9047 Stn Prov Govt Victoria, BC V8W 9E2												
16. Travel Dates 2019 12/19	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		
	Destination Vic - Van - Vic (HJ PCard/ferry return)	Start 0900	End 2000	Km 70	Cost 38.50	Costs 74.70	Claim F-BI	Cost 28.75	Costs	Cost	Describe	
TOTALS OF COLUMNS				70 kms		36. ✓ \$ 38.50	37. ✓ \$ 74.70		38. ✓ \$ 28.75	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 141.95 ✓
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code NR		Amount \$ 141.95
Less Travel Advance 048												
										AMOUNT DUE TO EMPLOYEE		54. \$ 141.95 ✓
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E132445 for Milne, Gala

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/06 15:02:36	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2020/01/06 15:02:46	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Saved	Milne, Gala Gala.Milne@gov.bc.ca
2020/01/06 15:03:05	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Milne, Gala Gala.Milne@gov.bc.ca	Notified	Milne, Gala Gala.Milne@gov.bc.ca
2020/01/06 15:08:42	Milne, Gala NR Gala.Milne@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2020/01/07 12:52:04	Sather, Kelly ✓ NR Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132445 for Milne, Gala

1 note(s) returned.

Created On	Author	Note
2020/01/06 15:02:36	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	12/19 - Flight to Van on Sarah's pcard, ferry reservation to Vic on Sarah's pcard, ferry + 70kms travelled, L+D ✓

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Travel reimbursement – Gala Milne

December 19, 2019

Meals – L, D

Travel – Ferry (car + adult fare) = ~~\$74.80~~ (receipt attached) + Kilometres travelled (37k + 33k) = 70kms

\$74.70

✓ |

Shoquist, Sarah ENV:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 6, 2020 10:19 AM
To: Shoquist, Sarah ENV: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	Gala Milne
	Company	Ministry Of Environment And Climate Change Strategy

Booking NR

Thursday, December 19, 2019 ✓ |

710

09:35 Victoria Harbour (Downtown) ✓ |

10:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Gala Milne, Male ✓ |

[Add to Calendar](#)

Invoice #496568

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

Mastercard \$249.99

Date / Time December 19, 2019 @ 8:56:14 AM

Summary NR

Expiration

Tsawwassen
To
Swartz Bay



LANE 43

RECEIPT - PLEASE RETAIN

PURCHASE 2019/12/19 ✓
BOOKING-NR
REF#: NR

Standard - Partially Prepaid
1 Reservation Pr 21.00
20 Undersize Vehi 57.50
s.22

Total	s.22
Prepayment	21.00
Master Card	
*****NR	s.22
AUTH 078166 66277657 0010015910 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

$\$57.50 + 17.20 = \74.70

CARDHOLDER COPY
TSA 19 Dec 2019 17:29:58



SEE REVERSE SIDE OF TICKET



500-1321 Blanshard Street
Victoria, BC V8W 0B7

Toll Free: 1-888-BC FERRY (1-888-223-3779)
Direct: (250) 386-3431

Email: customerservice@bcferries.com

GST Number: 894623206RT0001
NR

Date Issued: 19/DEC/2019 14:59:28

Booked by: BC FERRIES WEBSITE

Booking Confirmation

Booking Holder: George Heyman

Phone: (250) 387-1187

Provide Booking Number to Ticket Agent

Customer Number: NR

Page 1 of 3

Booking Reference: NR

Departs	Time / Date	Arrives	Time / Date
Tsawwassen	18:00	Swartz Bay, Victoria	19:35
Metro Vancouver	19/Dec/2019 ✓	Vancouver Island	19/Dec/2019

Vehicle	UNDER HEIGHT PASSENGER VEHICLE	Fare Information	Price
Ferry	Coastal Celebration	20'	UNDER HEIGHT PASSENGER VEHICLE \$57.50
		1	ADULT/YOUTH \$17.20
			Reservation Fee \$21.00
The sailing you have selected is a direct sailing.			
Tsawwassen - Swartz Bay, Victoria			
Fare Type STANDARD			
Products and Fees:			\$95.70
Amount Paid:			\$21.00
Due at Terminal:			\$74.70

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST to customers as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.



Office P/Card

Date Issued: 19/DEC/2019 14:59:28

Booked by: BC FERRIES WEBSITE

Receipt

500-1321 Blanshard Street
Victoria, BC V8W 0B7
Toll Free: 1-888-BC FERRY (1-888-223-3779)
Direct: (250) 386-3431

Email: customerservice@bcferries.com

GST Number: 894623206RT0001

Booking Number: NR

Booking Total: s.22

Receipt - please retain

Purchase 2019/12/19

MASTERCARD NR \$21.00

Auth 082669 66376371 749214-0 1

/ /

01 APPROVED - THAN YOU 027

Cardholder Copy

19 Dec 2019 14:59:07



Travel Voucher (Restricted Use)

Control No.

E131933

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sather, Kelly ✓			Employee ID NR			Phone Number (250) 888-5930					
Client Organization Finance			Job Title Executive Assistant			Travel Group Code 3					
5. Date Completed 2019/10/07			6. Fiscal Year 2020			7. Special Cheque Issue EFT					
Type of Travel In Province			14. Reason for Travel Ministerial business			Headquarters Minister's Office -Victoria					
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4 Rm 112											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2019	Vic - Toronto (AC)	1300	2130		0.00	68.90	F-BL	30.50	316.13		
10/02	Toronto	1100	2230		0.00	120.07	F-LD	22.75	316.13		
10/03	Toronto - Vic (AC)	0700	1700		0.00		F-D	33.25			
10/06											
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 188.97		38. \$ 86.50	39. \$ 632.26	40. \$ 0.00	Claim Total \$ 907.73
48. Client Code 022 048	49. Resp. 2900532001	50. Service Line 64000 34000		51. STOB 5705 6501	52. Project 2900000 2900000		45. Supplier Code NR		Amount 907.73 \$s.22		
Less Travel Advance 022											
										54. \$ 907.73	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed			

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

Flights were paid by the DMO

Audit Trail for Travel Voucher (Restricted Use) E131933 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/07 13:54:06	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/07 14:29:46	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/08 11:10:46	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Initiated	Heyman, George George.Heyman@gov.bc.ca
2019/10/08 11:50:41	Heyman, George ✓ NR George.Heyman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E131933 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/10/07 13:54:06	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	10/02 - airfare on DMO card, taxi to hotel 10/03 - taxis to and from events 10/06 - return flight on DMO card ✓

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From: [Shoquist, Sarah ENV:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: Travel Voucher E131933
Date: October 7, 2019 3:19:22 PM
Attachments: [Travel Authorization - Oct 2-6.pdf](#)

Hello again,

I forgot to include the travel authorization in my previous email. Here it is!

Thanks,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: Shoquist, Sarah ENV:EX
Sent: October 7, 2019 2:54 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: Travel Voucher E131933

Good afternoon,

Please see the attached travel voucher and receipts for Kelly Sather, which should be coming in to you through eforms shortly.

Let me know if you need anything else!

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☒ Out-of-Province ☐ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Environment and Climate Change Strategy

VOLE

EMPLOYEE NAME

Kelly Sather ✓

EMPLOYEE ID.

NR

POSITION

Senior Ministerial Assistant

BARGAINING UNIT / GROUP NO.

BRANCH / LOCATION / REGION

Minister's Office

DATE DEPARTING

YYYY / MM / DD
2019/10/02

DATE RETURNING

YYYY / MM / DD
2019/10/06 ✓

NO. OF WORKDAYS AWAY

3

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A, OR:

DESTINATIONS

Toronto, ON ✓

METHOD OF TRAVEL

Air travel

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

To staff Minister Heyman at the Clean50 Awards Ceremony.

EMPLOYEE'S SIGNATURE Kelly Sather

DATE SIGNED
YYYY / MM / DD
2019/09/18

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD
2019/09/18

MINISTER

APPROVED ✓

NOT APPROVED

DATE SIGNED
YYYY / MM / DD
2019/09/18

George Heyman

Reset Form

Toronto

W - D + I

T - B + I

S - B + L + I

-call hotel - folio

should have

Wednesday² night +

Thursday³ night.

✓

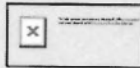
Sather, Kelly ENV:EX

From: Kelly Sather s.22
Sent: October 7, 2019 12:55 PM
To: Sather, Kelly ENV:EX
Subject: Fwd: Your Thursday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com>
Date: October 3, 2019 at 6:24:46 PM PDT
To: s.22
Subject: Your Thursday evening trip with Uber

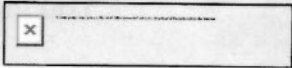


Total: **CA\$29.82**

Thu, Oct 03, 2019 ✓

Thanks for riding, Kelly



We hope you enjoyed your ride
this evening.



Total **CA\$29.82**

Base Fare	CA\$5.00
Time	CA\$7.81
Distance	CA\$10.58

Subtotal	CA\$23.39
Booking Fee 	CA\$3.00
HST	CA\$3.43

NR  Switch

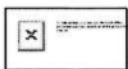
CA\$29.82

A temporary hold of CA\$30.32 was placed on your payment methodNR at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

GST Registration Number 792530131RT0001

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Ali



4.95  Rating

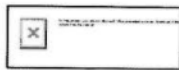
How was your ride?

RATE OR TIP

Ali is known for:
Excellent Service

License Plate:s.22

PTC License D29-4934667



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code: kellys2265

REPORT LOST ITEM >

| CONTACT SUPPORT >

| MY TRIPS >



[FAQ](#)

[Forgot password](#)

Uber B.V.

s.22

1097 DP Amsterdam

[Privacy](#)

[Terms](#)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

BLUEBIRD CABS #84
2612 QUADRA ST
VICTORIA BC

CARD NR *****
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/10/02 ✓
TIME 4060 13:31:32
RECEIPT NUMBER
C85054302-001-605-021-0

PURCHASE
TOTAL

\$68.90

Interac
A0000002771010
F099F71467755076
0280008000-E800
C165A5DE3F0CFF15
0280008000-F800

APPROVED

AUTH# 178220 00-001

THANK YOU

CARDHOLDER COPY

DUPLICATE

AMBASSADOR TAXI
65 FORESTBROOK DR
MARKHAM ON

DUPLICATE

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/10/03 ✓
TIME 7122 10:29:15
RECEIPT NUMBER
C85011505-001-018-030-0

PURCHASE
TOTAL

\$27.25

Mastercard
A0000000041010
F1B43D83BED1BB0F
0000008000-E800
4555252728CCCD41

APPROVED

AUTH# 064660 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

AEROPORT TAXI & LIMOUSINE
849 WESTPORT CRES
MISSISSAUGA ON L5T1E7
905-624-2424
WWW.AEROPORTTAXI.COM

Merchant ID: 5665635
Term ID: 852

Ref #: 006

Sale

XXXXXXXXXXNR

MASTERCARD

Entry Method: Chip

10/03/19 ✓

00:13:56

Inv #: 000006

Appr Code: 016564

Apprvd

Batch#: 275001

Total:

\$ **63.00**

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

Retain this copy for statement
verification.

Application Label: Mastercard
AID: A0000000041010
TVR: 00 00 00 00 00
ISI: 68 00

Customer Copy

NR

Room : NR
Folio # :
Cashier # : 1628
Page # : 1 of 1

Invoice No.

Arrival : 10-02-19
Departure : 10-05-19

MS Kelly Sather ✓
Room 112 501 Belleville St
Victoria BC V8V 1X4
Canada

Date	Description	Additional Information	Charges	Credits
✓ 10-02-19	Room Charge		269.00	
10-02-19	HST - Rooms		34.97	
10-02-19	Municipal Accommodation Tax -		10.76	
10-02-19	HST 13% on MAT		1.40	
✓ 10-03-19	Room Charge		269.00	
10-03-19	HST - Rooms		34.97	
10-03-19	Municipal Accommodation Tax -		10.76	
10-03-19	HST 13% on MAT		1.40	
10-05-19	Mastercard	XXXXXXXXXXXXNR ✓ XX/XX		632.26
Total			632.26	632.26
Balance Due			0.00 ✓	

GST Summary

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

HST Summary

Room : 69.94
F&B : 0.00
Other : 2.80
Total : 72.74

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

* Destination Marketing Program Fee

NR


[Printable Version](#)

Please review your travel documentation carefully and report any discrepancies to the agency the same day as receipt. Any discrepancies not reported the same day are the responsibility of the traveller. Please verify the names on the documents matches your passport or other government issued ID.

Office hours - Mon-Fri, 7am - 6pm MST
During regular office hours, Please call 1-800-661-2454.



Passenger(s): Sather/Kelly Ms ✓
Invoice No.: NR
Issue Date: Wednesday, September 18, 2019
Billing: BC MINISTRIES
 MINISTRY OF ENVIRONMENT
 DEPUTY MINISTERS OFFICE

Trip Locator: UMLBFE
Advisor: Tracy Baker
 tracy.baker@visiontravel.ca
Direct Line: 780-229-4106
Deliver: BC MINISTRIES
 MINISTRY OF ENVIRONMENT
 DEPUTY MINISTERS OFFICE

[Click here for important information about your trip](#)



AIR-Wednesday, October 02, 2019 Victoria to Vancouver

[ADD TO CALENDAR](#)



Air Canada Flight AC8070 Economy Class
Operated By /Air Canada Express - Jazz

Check In Confirmation:

Check In With AIR CANADA EXPRESS - JAZZ

NR

Depart:	15:05, Wednesday, October 2 Victoria Intl. Airport Victoria, British Columbia, Canada	Arrive:	15:35, Wednesday, October 2 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
Booking Code:	G (FLEX)	Duration:	0 hours 30 minutes
Status:	Confirmed	Seat:	NR
Stops:	Non-stop	Meal:	None
ETicket No.:	NR		
Equipment:	De Havilland Dash 8-400 Turboprop		
Remarks:	Turbo propeller plane used on this flight You are booked in a Flex fare		
Destination Links:	Weather	Flight Status	Dining Reservations

AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G. If you are having difficulty, please call collect 001 416-928-5404.

TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>

****Calls to the Emergency Line may result in a service charge****

We encourage you to add this contact information to your mobile phone contacts so you have it handy available.

**AIR-Wednesday, October 02, 2019 Vancouver to Toronto****ADD TO CALENDAR****Air Canada Flight AC188 Economy Class****Check In Confirmation:**

NR

Depart:	16:15, Wednesday, October 2 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	23:39, Wednesday, October 2 Pearson Intl. Airport-Terminal 1 Toronto, Ontario, Canada
Booking Code:	G (FLEX)	Duration:	4 hours 24 minutes
Status:	Confirmed	Seat:	NR
Stops:	Non-stop	Meal:	Food For Purchase
ETicket No.:	NR		
Equipment:	Airbus Industrie A321		
Remarks:	You are booked in a Flex fare		
Destination Links:	<u>Weather</u>	<u>Flight Status</u>	<u>Dining Reservations</u>

AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G. If you are having difficulty, please call collect 001 416-928-5404.

TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>

****Calls to the Emergency Line may result in a service charge****

We encourage you to add this contact information to your mobile phone contacts so you have it handy available.

**AIR-Sunday, October 06, 2019 Toronto to Vancouver****ADD TO CALENDAR****Air Canada Flight AC111 Economy Class****Check In Confirmation:**

NR

Depart:	12:00, Sunday, October 6 Pearson Intl. Airport-Terminal 1 Toronto, Ontario, Canada	Arrive:	14:02, Sunday, October 6 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
Booking Code:	G (FLEX)	Duration:	5 hours 2 minutes
Status:	Confirmed	Seat:	NR
Stops:	Non-stop	Meal:	Food For Purchase
ETicket No.:	NR		
Equipment:	Airbus Industrie A321		
Remarks:	You are booked in a Flex fare		
Destination Links:	<u>Weather</u>	<u>Flight Status</u>	<u>Dining Reservations</u>

AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G. If you are having difficulty, please call collect 001 416-928-5404.

TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>

****Calls to the Emergency Line may result in a service charge****

We encourage you to add this contact information to your mobile phone contacts so you have it handy available.



AIR-Sunday, October 06, 2019 Vancouver to Victoria

[ADD TO CALENDAR](#)Air Canada Flight AC8071 Economy Class
Operated By /Air Canada Express - Jazz[Check In Confirmation:](#)

NR

Check In With AIR CANADA EXPRESS - JAZZ

Depart:	15:05, Sunday, October 6 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	15:34, Sunday, October 6 Victoria Intl. Airport Victoria, British Columbia, Canada
Booking Code:	G (FLEX)	Duration:	0 hours 29 minutes
Status:	Confirmed	Seat:	NR
Stops:	Non-stop	Meal:	None
ETicket No.:	NR		
Equipment:	De Havilland Dash 8-400 Turboprop		
Remarks:	Turbo propeller plane used on this flight You are booked in a Flex fare		
Destination Links:	Weather	Flight Status	Dining Reservations

AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G. If you are having difficulty, please call collect 001 416-928-5404.

TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>

****Calls to the Emergency Line may result in a service charge****

We encourage you to add this contact information to your mobile phone contacts so you have it handy available.

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Processing Fee	15.00		0.75	15.75
	Form of Payment: CA XXXXXXXXXXXXXXXNR			
Air Canada / NR	853.60	54.25	47.39	955.24
	Form of Payment: CA XXXXXXXXXXXXXXXNR			
Totals:	868.60	54.25	48.14	CAD 970.99
	Total Charged to Credit Card:			CAD 970.99
	Balance Due:			CAD 0.00

EN20EXEDIJ54



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131949

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sather, Kelly ✓		Employee ID NR		Phone Number (250) 888-5930	
Client Organization Finance Environment		Job Title Executive Assistant Senior MA		Travel Group Code 3	
5. Date Completed 2019/10/09		6. Fiscal Year 2020		7. Special Cheque Issue EFT	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Business		Headquarters Minister's Office -Victoria	
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2019	Destination	Start	End	Km	Cost
10/08	Vic-Van (HJ)	1200	2100	0.00	P/Card 9.95
10/09	Van-Vic (HJ)	0700	1000	0.00	P/Card
				20. & 21. Meals	22. Lodging Costs
				Claim	Cost
				H-B	0.00
					s.22 10.50
				20. & 21. Miscellaneous	23. Claim Total
				Cost	Describe
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 9.95
				38. \$ 10.50	39. \$ 163.32
				40. \$ 0.00	41. \$ s.22
				42. 183.77	43. 183.77
48. Client Code 022048	49. Resp. 2900532004	50. Service Line 64000-34000	51. STOB 5701	52. Project 2900000	45. Supplier Code NR
					Amount 183.77 \$ 188.52
Less Travel Advance 022					
					54. 183.77 \$ s.22
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-0610/09 meal per diem: confirmed by phone with
Sarah-breakfast, only (not claiming incidentals)

DJ Oct 16/19

Page 45 of 119 FIN-2020-02997

2019-10-16

Audit Trail for Travel Voucher (Restricted Use) E131949 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/09 10:22:32	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/09 10:28:42	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/09 12:50:57	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Initiated	Heyman, George George.Heyman@gov.bc.ca
2019/10/09 12:52:48	Heyman, George ✓ NR George.Heyman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

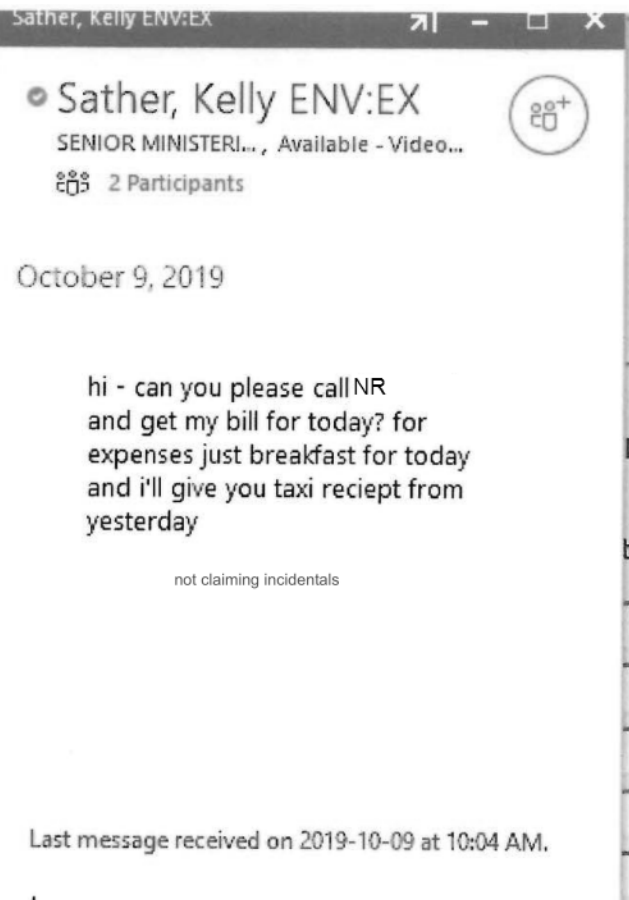
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Notes for Travel Voucher (Restricted Use) E131949 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/10/09 10:22:32	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	10/08 - HJ flight to Vancouver on Sarah's pcard, taxi to hotel, no per diem 10/09 - HJ flight to Victoria on Sarah's pcard, breakfast only ✓

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DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE

FLASH DEFAULT
DATE 2019/10/08 ✓
TIME 5437 13:09:56
CLERK ID 1
INVOICE # 171829
RECEIPT NUMBER
H85026414-001-300-005-0

PURCHASE
TOTAL

\$9.95

Interac
A0000002771010
4B4CE457831BD178
8080008000-

APPROVED

AUTH# 188893 00-001
THANK YOU

CARDHOLDER COPY

DUPLICATE

NR

Ms Kelly Sather ✓
s.22

Receipt

Invoice date 10/9/2019
Our reference NR
GST Number

Guest	Ms Kelly Sather	Arrival	10/8/2019	Departure	10/9/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
✓ 10/8/2019	Room Charge	1	139.00	CSA approved single rate, ok 139.00			
10/8/2019	DMF @1.293% Plus Taxes	1	1.80	1.80			
10/8/2019	Federal Tax GST	2	0.00	7.04			
10/8/2019	Provincial Room Tax	2	0.00	11.26			
10/8/2019	Municipal Room Tax	2	0.00	4.22			
			Total invoice		163.32		
10/9/2019	MC ****NR Auth: 019647						-163.32
			Total Paid		-163.32		
			Total Due		0.00 ✓		

Total GST 7.04
NR

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

NR

Shoquist, Sarah ENV:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: October 9, 2019 10:28 AM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Wednesday, October 9, 2019 ✓

707

08:40 Vancouver Harbour (Downtown)

09:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Kelly Sather, Female ✓

[Add to Calendar](#)

Invoice #463522

FARE-YWH-FULL_Summer2019 \$228.57

+ GST \$11.43

Billing \$228.57

Taxes \$11.43

Grand Total \$240.00

Mastercard \$240.00

Date / Time October 9, 2019 @ 8:16:42 AM
NR

Summary

Expiration

Authorization 092075

Shoquist, Sarah ENV:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: October 9, 2019 10:28 AM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Tuesday, October 8, 2019 ✓

716

12:25 Victoria Harbour (Downtown)

13:00 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Kelly Sather, Female ✓

[Add to Calendar](#)

Invoice #463456

SALE - Seat Sale \$209 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

Grand Total \$209.00

Mastercard \$209.00

Date / Time October 8, 2019 @ 12:04:26 PM

Summary NR

Expiration

Authorization 016326



Travel Voucher (Restricted Use)

Control No.

E132064

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sather, Kelly ✓				Employee ID NR				Phone Number (250) 888-5930					
Client Organization Finance				Job Title Executive Assistant Senior MA				Travel Group Code 3					
5. Date Completed 2019/10/25				6. Fiscal Year 2020				7. Special Cheque Issue EFT					
Type of Travel In Province				14. Reason for Travel Ministerial Business				8. Cheque Stub Information Headquarters Minister's Office -Victoria					
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4													
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	Vic-Van (HJ)	0730	1900		0.00	P/Card	F-L	41.00		233.83			
10/16	Vancouver	0700	1900		0.00		F-	51.50		233.83			
10/17	Van-Vic (HJ)	0700	1030		0.00	P/Card		N/C					
10/18													
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 14.15		\$ 92.50	\$ 467.66	\$ 0.00	\$ 574.31		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
022- 048		29005		64000		5701		2900000		NR		\$ 574.31	
022-													
022-													
022-													
Less Travel Advance													
022-													
										AMOUNT DUE TO EMPLOYEE		54.	
												\$ 574.31	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E132064 for Sather, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/25 12:10:23	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/25 12:14:18	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/25 12:14:32	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/10/25 12:15:21	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Initiated	Milne, Gala Gala.Milne@gov.bc.ca
2019/10/25 15:34:25	Milne, Gala ✓ NR Gala.Milne@gov.bc.ca		Approved	Janke, Debra I. Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132064 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/10/25 12:10:23	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	10/16 - HJ flight to Van on Sarah's pcard, BDI, hotel 10/17 - BLDI, hotel 10/18 - HJ flight to Vic on Sarah's pcard, taxi to HJ

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From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: RE: Travel Voucher E132064
Date: October 31, 2019 11:56:00 AM

Hi Sarah,

When Kelly has a chance to up-date her profile, she also needs to update her job title from Executive Assistant to Senior MA.

Thanks.

Debra

From: Shoquist, Sarah ENV:EX
Sent: October 25, 2019 12:24 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Travel Voucher E132064

Good afternoon,

Please see attached receipts for Kelly's trip to Vancouver last week, which should be coming through to you shortly. My apologies, but she hasn't had a chance to update her eforms profile yet, so some of the ministry info is still incorrect.

Please let me know if you need anything else.

Cheers,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: E132064 Kelly Sather
Date: October 31, 2019 11:52:00 AM

Hi Sarah,

NR is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel Folio with "Hotel approved" and return signed copy. -rec'd and attached

Thanks,

Debra

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

From: [Shoquist, Sarah ENV:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: Travel Voucher E132064
Date: October 25, 2019 12:24:07 PM
Attachments: [E132064+ Receipts Oct16-18.pdf](#)

Good afternoon,

Please see attached receipts for Kelly's trip to Vancouver last week, which should be coming through to you shortly. My apologies, but she hasn't had a chance to update her eforms profile yet, so some of the ministry info is still incorrect.

Please let me know if you need anything else.

Cheers,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

YELLOW CAB #76
1441 CLARK DR
VANCOUVER BC

CARD NR
CARD TYPE FLASH
ACCOUNT TYPE DEFAULT
DATE 2019/10/18 ✓
TIME 5037 08:22:56
CLERK ID 1
RECEIPT NUMBER
H85026490-001-003-218-0

PURCHASE
TOTAL

\$14.15

Interac
A0000002771010
85B711258E4C5159
8080008000-

APPROVED

AUTH# 132795 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

10/16 - BDI (no lunch)
10/17 - BDI
10/18 - taxi only

NR

Kelly Sather
Canada

Room No. NR
 Arrival : 10-16-19
 Departure : 10-18-19
 Folio No. NR
 Conf. No.

Guest Name :
 Company Name :
 Group Name :

INFORMATION INVOICE

Page No. : 1 of 1

Date	Description	Charges	Credits
10-16-19	Room	199.00	
10-16-19	Room Tax 11%	21.89	
10-16-19	Room GST 5%	9.95	
10-16-19	DMF 1.5%	2.99	
10-17-19	Room	199.00	
10-17-19	Room Tax 11%	21.89	
10-17-19	Room GST 5%	9.95	
10-17-19	DMF 1.5%	2.99	
10-18-19	Mastercard		467.66
	XXXXXXXXXXXXNR XX/XX		

NR

XXXXXXXXXXXXNR XX/XX

NR

Total Charges s.22
 Total Credits s.22

Balance 0.00

Minister Heyman's approval

Hotel Approved



Guest Signature: _____ Date: _____

NR

Kelly Sather ✓
Canada

Room No. NR
 Arrival : 10-16-19
 Departure : 10-18-19
 Folio No. NR
 Conf. No.

Guest Name :
 Company Name :
 Group Name :

INFORMATION INVOICE

Page No. : 1 of 1

Date	Description	Charges	Credits
10-16-19	Room	not listed on the CSA approved accommodation listing Ministers approval requested by email Oct 31/19	199.00
10-16-19	Room Tax 11%		21.89
10-16-19	Room GST 5%		9.95
10-16-19	DMF 1.5%		2.99
10-17-19	Room		199.00
10-17-19	Room Tax 11%		21.89
10-17-19	Room GST 5%		9.95
10-17-19	DMF 1.5%		2.99
10-18-19	Mastercard		
	XXXXXXXXXXXXNR XX/XX ✓		467.66

s.22

XXXXXXXXXXXXNR XX/XX

NR

Total Charges
Total Credits

s.22

s.22

Balance**0.00** ✓

Guest Signature: _____ **Date:** _____

NR

Shoquist, Sarah ENV:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: October 25, 2019 11:52 AM
To: Shoquist, Sarah ENV: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

Kelly Sather

Booking NR

Wednesday, October 16, 2019 ☒

704

07:50 Victoria Harbour (Downtown) ☒

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

• Kelly Sather, Female ☒

[Add to Calendar](#)

Invoice #460776

FARE-YWH-FULL_Summer2019

\$228.57

+ GST

\$11.43

Billing

\$228.57

Taxes

\$11.43

Grand Total

\$240.00

Mastercard

\$240.00

Date / Time

October 16, 2019 @ 7:29:13 AM

Summary

NR

Expiration

Authorization

028481

Shoquist, Sarah ENV:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: October 25, 2019 11:52 AM
To: Shoquist, Sarah ENV: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

Kelly Sather

Booking NR**Friday, October 18, 2019** ☒**707****08:40 Vancouver Harbour (Downtown)** ☒**09:15 Victoria Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Off-Peak**• **Kelly Sather, Female** ☒**Add to Calendar**

Invoice #469426

FARE-YWH-FULL_Summer2019

\$228.57

+ GST

\$11.43

Billing

\$228.57

Taxes

\$11.43

Grand Total**\$240.00**

Mastercard

\$240.00

Date / Time

October 18, 2019 @ 8:25:47 AM

Summary

NR

Expiration

Authorization

055102



Travel Voucher (Restricted Use)

Control No.

E132171

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sather, Kelly ✓ Client Organization Finance Environment				Employee ID NR Job Title Executive Assistant Senior MA				Phone Number (250) 888-5930 Travel Group Code 3						
5. Date Completed 2019/11/08				6. Fiscal Year 2020		7. Special Cheque Issue				8. Cheque Stub Information				
Type of Travel In Province				14. Reason for Travel Ministerial Business				Headquarters Minister's Office -Victoria						
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4														
16. Travel Dates 2019		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination	Start	End	Km	Cost			Claim	Cost			Cost	Describe
11/04		Vic - Van (HJ)	1600	1800		0.00	P/Card 10.00			0.00		217.37		
11/05		Vancouver	0700	1800		0.00		F-BL	30.50		217.37			
11/06		Vancouver	0700	1800		0.00		F-BL	30.50		217.37			
11/07		Vancouver	0700	1800		0.00		F-D	33.25		217.37			
11/08		Van - Vic (HJ)	0800	1030		0.00	P/Card 9.85			0.00				
TOTALS OF COLUMNS						36. \$ 0.00	37. ✓ \$ 19.85		38. ✓ \$ 94.25	39. ✓ \$ 869.48	40. \$ 0.00	Claim Total \$ 983.58		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
022 048		29005		64000		5701		2900000		NR		\$ 983.58		
022														
022														
022														
Less Travel Advance														
022														
												54. \$ 983.58		
												AMOUNT DUE TO EMPLOYEE		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name				Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name				Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name				Date Signed		

Audit Trail for Travel Voucher (Restricted Use) E132171 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/08 10:53:01	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/11/08 10:53:47	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/11/08 10:55:07	Sather, Kelly ✓ NR Kelly.Sather@gov.bc.ca		Initiated	Milne, Gala Gala.Milne@gov.bc.ca
2019/11/08 11:59:42	Milne, Gala ✓ NR Gala.Milne@gov.bc.ca	Nov 12: email sent to MO advising after approval "Next to Act" is FINFSAMINOFF@gov.bc.ca (attached)	Approved	Janke, Debra I. Debra.Janke@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132171 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/11/08 10:53:01	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	11/04 - HJ flight to Van on Sarah's pcard, taxi to HJ, hotel 11/05 - D+I, hotel 11/06 - D+I, hotel 11/07 - B+L+I, hotel 11/08 - HJ flight to Vic on Sarah's pcard, taxi from HJ ✓

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From: Janke, Debra FIN:EX
To: Shoquist, Sarah ENV:EX
Subject: E132171 Kelly Sather
Date: November 12, 2019 11:31:00 AM
Attachments: image001.png

Hi Sarah,

The approval for the above-noted travel claim was sent to my email address. If I was away, my co-workers would not see the approval and processing the claim would be missed/delayed. When you get a chance please advise Gala that when she approves any travel claims that the "Next to Act" is [FINFSAMINOFF@gov.bc.ca](mailto:FINFSA MINOFF@gov.bc.ca)

Thanks.

Debra

View Audit Trail -- Webpage Dialog

Audit Trail for Travel Voucher (Restricted Use) E132171 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time /	Who	On Behalf Of	Action	Next To Act
2019/11/08 10:53:01	Shoquist, Sarah NR	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/11/08 10:53:47	Shoquist, Sarah NR	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/11/08 10:55:07	Sather, Kelly NR	Kelly.Sather@gov.bc.ca	Initiated	Milne, Gala Gala.Milne@gov.bc.ca
2019/11/08 11:59:42	Milne, Gala NR	Gala.Milne@gov.bc.ca	Approved	Janke, Debra I. Debra.Janke@gov.bc.ca

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

Ms Kelly Sather ✓
s.22

Room: NR
Folio:
Cashier: 7
Arrival: 11-04-19
Departure: 11-08-19
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 11-04-19	Room Charge	CSA approved single rate, ok ✓	185.00	
11-04-19	Destination Marketing Fee (DMF)		2.39	
11-04-19	Rooms - GST		9.37	
11-04-19	Municipal Room Tax (MRT)		5.62	
11-04-19	Rooms - Provincial Tax - PST		14.99	
✓ 11-05-19	Room Charge		185.00	
11-05-19	Destination Marketing Fee (DMF)		2.39	
11-05-19	Rooms - GST		9.37	
11-05-19	Municipal Room Tax (MRT)		5.62	
11-05-19	Rooms - Provincial Tax - PST		14.99	
✓ 11-06-19	Room Charge		185.00	
11-06-19	Destination Marketing Fee (DMF)		2.39	
11-06-19	Rooms - GST		9.37	
11-06-19	Municipal Room Tax (MRT)		5.62	
11-06-19	Rooms - Provincial Tax - PST		14.99	
✓ 11-07-19	Room Charge		185.00	
11-07-19	Destination Marketing Fee (DMF)		2.39	
11-07-19	Rooms - GST		9.37	
11-07-19	Municipal Room Tax (MRT)		5.62	
11-07-19	Rooms - Provincial Tax - PST		14.99	
11-08-19	Master Card	XXXXXXXXXXXXNR ✓ XX/XX		869.48

GST Summary	
Registration No:NR	
Room	37.48
F&B	0.00
Other	0.00
Total	37.48

PST Summary	
Room	59.96
F&B	0.00
Other	0.00
Total	59.96

Total	869.48	869.48
Balance Due	0.00 CDN ✓	

Guest Signature: _____

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.

Vancouver

Tuesday - dinner + incidentals

Wed - dinner + incidentals

Thurs - B + L + incidentals

✓

YELLOW CAB #153
1441 CLARK DR
VANCOUVER BC

CARD NR ***** NR
CARD TYPE FLASH
ACCOUNT TYPE DEFAULT
DATE 2019/11/08 ✓
TIME 2920 09:07:51
CLERK ID 1
RECEIPT NUMBER
H85055319-001-247-108-0

PURCHASE
TOTAL

\$9.85

Interac
A0000002771010
095687A626B8AF65
8080008000-

APPROVED

AUTH# 146838 00-001
THANK YOU

CARDHOLDER COPY

GST105762447RT0001

BLUEBIRD CABS #70
2612 QUADRA ST
VICTORIA BC

CARD ***** NR
CARD TYPE INTERAC
ACCOUNT TYPE

FLASH DEFAULT
DATE 2019/11/04 ✓
TIME 0327 15:47:27
RECEIPT NUMBER
H85040383-001-329-008-0

PURCHASE
TOTAL

\$10.00

Interac
A0000002771010
6F1014F67A9F32CD
8080008000-

APPROVED

AUTH# 198306
THANK YOU

00-001

CARDHOLDER COPY



Control No.

E132325

Name	Employee ID	Phone Number
Sather, Kelly	NR	(250) 888-5930
Client Organization	Job Title	Travel Group Code
Finance Environment	Executive Assistant Senior MA	3

5. Date Completed 2019/12/06	6. Fiscal Year 2020	7. Special Cheque Issue EFT	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Minister's Office-Victoria	

Room 112 Parliament Buildings Victoria, BC V8V 1X4

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2019											
11/12	Vic - Ucluelet	0700	2100		0.00		F-D	33.25	148.35	163.87	Car Rental
11/13	Ucluelet - Vic	0700	1900		0.00		F-LD	22.75			
12/02	Vic - Van (HJ)	1500	2100		0.00	P/Card		0.00	217.37		
12/03	Van	0700	1730		0.00		F-L	41.00	217.37		
12/04	Van - Vic (HJ)	0700	1800		0.00	P/Card	F-LD	22.75			

[illegible][illegible][illegible]

		\$ 866.71
	AMOUNT DUE TO EMPLOYEE	54. \$ 866.71

45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
---	-------------------	--------------------

<p>56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</p>	<p>Print Name</p>	<p>Date Signed</p>
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E132325 for Sather, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/06 11:22:43	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/06 11:25:12	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/06 11:25:23	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/18 09:43:46	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Approved	Milne, Gala Gala.Milne@gov.bc.ca
2019/12/18 09:44:22	Milne, Gala NR Gala.Milne@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132325 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/12/06 11:25:12	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	11/12 - BLI, hotel, car rental (2 days + gas) 11/13 - BI 12/02 - HJ flight to Van on Sarah's pcard, per diems NA, hotel 12/03 - BDI, hotel 12/04 - HJ flight to Vic on Sarah's pcard, BI

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From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: E132325 Kelly Sather
Date: December 20, 2019 1:58:00 PM

Hi Sarah,

NR is not on the CSA approved accommodation listing. Please have the Minister sign off approval on the Hotel folio.

Thanks.

Debra

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

From: [Shoquist, Sarah ENV:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: KELLY SATHER Travel Voucher E132325
Date: December 6, 2019 11:32:49 AM
Attachments: [E132325 + Receipts Nov 12-13, Dec 2-4.pdf](#)

Good morning,

Please find attached the receipts for Kelly Sather's travel voucher, which should be coming to you in eforms shortly.

For November 12-13, Kelly is only claiming 1 night hotel and 2 days for car rental plus gas, **s.22** **NR** and National car rental would not give me separate invoices, so I separated them myself and did the math for the taxes. I tried to show my work as much as possible, but please let me know if you have any questions.

Thanks,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

Ucluelet

~~Nov.~~ Nov. 12 - B L I

Nov. 13 - B I

+ 1 night hotel
+ 2 days car rental
+ gas

Vancouver

Dec. 2 - N/A

Dec. 3 - B D I

Dec. 4 - B I

✓

NR

Room
Invoice #
Cashier rsullivan
Page: 1 of 1
Printed: 2019-12-06 09:48:10
Acct. Filter: All Transactions
PO #
Arrival 11/12/2019
Departure 11/15/2019

Sather Kelly

Room 112 - 501 Belleville Street
Victoria BC CA
V8W9E2


Ministers Approval
Hotel Approved

Guests in room: Sather Kelly

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2019-11-12	Accommodations		129.00	19.35	148.35

s.22

Total: 0.00

NR

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

MRDT 2% s.22
Room GST 5%
Room PST 8%

Signature: _____

NR

NR

NR

Room
 Invoice #
 Cashier rsullivan
 Page: 1 of 1
 Printed: 2019-12-06 09:48:10
 Acct. Filter: All Transactions
 PO #
 Arrival 11/12/2019
 Departure 11/15/2019

Sather Kelly ✓

Room 112 - 501 Belleville Street
 Victoria BC CA
 V8W9E2

Not listed on the CSA-Ministers approval requested by email, Dec 20/19

Guests in room: Sather Kelly

Date	Transaction	Description	Subtotal	Tax/Fees	Total
✓ 2019-11-12	Accommodations	Claiming 1 nights stay, only on Nov 12th	129.00	19.35	148.35
s.22					
Total:					0.00

$$1 \text{ night} = 129. + 19.35 = 148.35$$

NR

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

MRDT 2%
 Room GST 5%
 Room PST 8%

s.22

Signature: _____

NR



* 2 days + gas only *

RA # NR

Bill Ref# NR

Renter Name KELLY SATHER ✓

VICTORIA

s.22

Rental Location

VICTORIA DWTN DOUGLAS ST
767 DOUGLAS STREET
VICTORIA

BC V8W 2B4

12-NOV-2019 09:28 AM

Phone (250)3861213

Return Location

VICTORIA DWTN DOUGLAS ST

15-NOV-2019 06:41 PM

Vehicle # YVJA2235
Model ELANTRA
Class Driven ICAR
Class Charge ICAR
License# s.22
State/Province BRITISH COLUMBIA
M/Kms Driven 822
M/Kms Out 15793
M/Kms In 16615

Rate Info ✓

Messages

* Taxable Items
Subject to Audit

Customer Service Number 1-800-468-3334

Reverse Auth: 12-NOV-2019 -196.40

Charges	No	Unit	Price/Unit	Amount
1. TIME & DISTANCE	s.22	Days	24.00	s.22 *
UNLIMITED MILES/KM - TIME & DIST		M/Kms		*
2. REFUELING SERVICE CHARGE		Litre	2.99	*
3. PROV VEHICLE RENTAL TAX \$1.50/DAY		Days	1.50	*
4. VEH LIC FEE RECOVERY 1.50/DAY		Days	1.50	*
5. PROVINCIAL SALES TAX @7.000 %				
6. GOODS AND SERVICES TAX @5.000 %				

$$1. 2 \text{ days} \times 24 = 48$$

$$2. \text{gas} = 98.67$$

$$3. 2 \text{ days} \times 1.50 = 3.00$$

$$4. 2 \text{ days} \times 1.50 = 3.00$$

$$\text{Subtotal} = 152.67$$

$$5. \text{GST} (5\%) = 7.63$$

$$6. \text{PST} (7\%) (\text{lines 1 + 4 only}) = 3.57$$

Total Charges

Total 163.87 ✓

s.22

Payments

Master Card

NR

AUTH: 024971 12-NOV-2019 420.54

Payment

s.22

Amount Due

CAD 0.00

Kelly Sather ✓
 xxx
 xxx NE 11111
 United States

Room: NR
 Folio:
 Cashier: 117
 Arrival: 12-02-19
 Departure: 12-04-19
 Reference:

Date	Description	Additional Information	Charges	Credits
✓ 12-02-19	Room Charge	CSA single rate, ok ✓	185.00	
12-02-19	Destination Marketing Fee (DMF)		2.39	
12-02-19	Rooms - GST		9.37	
12-02-19	Municipal Room Tax (MRT)		5.62	
12-02-19	Rooms - Provincial Tax - PST		14.99	
✓ 12-03-19	Room Charge		185.00	
12-03-19	Destination Marketing Fee (DMF)		2.39	
12-03-19	Rooms - GST		9.37	
12-03-19	Municipal Room Tax (MRT)		5.62	
12-03-19	Rooms - Provincial Tax - PST		14.99	
12-04-19	Master Card	XXXXXXXXXXXXNR ✓ XX/XX		434.74

GST Summary

Registration No: NR

Room	18.74
F&B	0.00
Other	0.00
Total	18.74

PST Summary

Room	29.98
F&B	0.00
Other	0.00
Total	29.98

Total	434.74	434.74
Balance Due	0.00	CDN ✓

Guest Signature: _____

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.

From: [Passenger Services](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: December 20, 2019 12:21:25 PM

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	Kelly Sather

Booking NR

Monday, December 2, 2019

722

16:55 Victoria Harbour (Downtown)

**17:30 Vancouver Harbour
(Downtown)**

35 minutes

Confirmed

1 Passengers - Off-Peak

Kelly Sather, Female

[Add to Calendar](#)

Invoice #485677

FARE-YWH-OffPeak_Winter2019	\$238.09
+ GST	\$11.90

Billing	\$238.09
---------	----------

Taxes	\$11.90
-------	---------

Grand Total	\$249.99
--------------------	-----------------

Mastercard	\$249.99
------------	----------

Date / Time	December 2, 2019 @ 3:59:39 PM
-------------	-------------------------------

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

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

Authorization	035256
---------------	--------

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.

From: [Passenger Services](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: Thank you for choosing to take off with HeliJet!
Date: December 20, 2019 12:21:41 PM

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	Kelly Sather

Booking NR

Wednesday, December 4, 2019

727

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

17:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare
Kelly Sather, Female

[Add to Calendar](#)

Invoice #485678

FARE-YWH-FULL_Winter2019	\$333.33
+ GST	\$16.67

Billing	\$333.33
Taxes	\$16.67
Grand Total	\$350.00

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

Date / Time	December 4, 2019 @ 4:57:28 PM
-------------	-------------------------------

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

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

Authorization	087791
---------------	--------

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.

EN20EXEDIJ78



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132400

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sather, Kelly ✓		Employee ID NR		Phone Number (250) 888-5930	
Client Organization Finance Environment		Job Title Executive Assistant Senior MA		Travel Group Code 3	
5. Date Completed 2019/12/17		6. Fiscal Year 2020		7. Special Cheque Issue EFT	
8. Cheque Stub Information					
Type of Travel Out of Canada		14. Reason for Travel Ministerial Business		Headquarters Minister's Office -Victoria	
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4					
16. Travel Dates	17. Places Travelled		18. Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost
2019	Vic - Madrid (AC)	1000	2359	0.00	Cdn 71.80
12/06	Madrid	0000	1900	0.00	F-B 119.06
12/07	Madrid	0700	2100	0.00	F-B 141.51
12/08	Madrid	0700	2200	0.00	F-B 119.06
12/09	Madrid	0700	2300	0.00	F-B 119.06
12/10	Madrid	0700	1900	0.00	F-B 119.06
12/11	Madrid - Vic (AC)	0430	1600	0.00	F-D 90.51
12/15					
*Meals: 59.04 exch 175.97 Cdn					
Exchange rate \$827.32 @ 1.4659 = \$1,212.77 CDN					
TOTALS OF COLUMNS			36.	37.	38.
			\$ 0.00	\$ 316.57	\$ 1,212.77
				\$ s.22	\$ s.22
					\$ 1319.00
					\$ 666.38
					\$ 0.00
					\$ s.22
					\$ 3514.72
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
022	29005	64000	6501	2900000	NR
022 048	29005	64000	5706	2900000	
022					
022					
Less Travel Advance					
022					
AMOUNT DUE TO EMPLOYEE					
54.					
\$ 3514.72					
\$ s.22					
45. Employee Signature (See Audit Trail)			Print Name		Date Signed
- 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.					
56. Spending Authority Signature (See Audit Trail)			Print Name		Date Signed
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					
57. Payment Authority Signature (See Audit Trail)			Print Name		Date Signed
- Requisition for payment pursuant to section 32 of the Financial Administration Act.					

FIN 10 (EFI-F0012 v2.6.1)

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

Air Canada flights: Office P/Card

* Uber trips: \$ 95.53 (Eur)

c/card statement = \$143.77 (Cdn)

DJ Jan 8/20

Uber trips not on BMO statement:

per attached BMO statement for 12/09 \$13.60 exchange @ 1.505170630 = \$20.47 (Cdn)

per attached BMO statement for 12/10 \$ 7.80 exchange @ 1.504166666 = \$11.73 (Cdn)

* Uber total Cdn = \$175.97

Audit Trail for Travel Voucher (Restricted Use) E132400 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/17 11:20:41	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/17 11:41:12	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2019/12/18 09:49:54	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Initiated	Milne, Gala Gala.Milne@gov.bc.ca
2019/12/18 11:17:01	Milne, Gala ✓ NR Gala.Milne@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132400 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2019/12/17 11:20:41	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	12/06 - flights to Madrid on Alyssa's card, taxi to airport (\$), LDI (â,¬) (no hotel - time change) 12/07 - hotel (â,¬), BLDI (â,¬) 12/08 - taxi (â,¬), hotel (â,¬), LDI (â,¬) 12/09 - taxi (â,¬), hotel (â,¬), LDI (â,¬) 12/10 - taxis (â,¬), hotel (â,¬), LDI (â,¬) 12/11 - taxis (â,¬), hotel (â,¬), LDI (â,¬) 12/12 - 12/14 - personal days 12/15 - flights to Victoria on Alyssa's card, taxi from airport (\$), BLI (â,¬) ✓

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From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: FW: E132400 Kelly Sather
Date: February 10, 2020 8:03:00 AM
Attachments: [Pages from E132400 SATHER, KELLY DEC 6-15, 2019 MADRID, SPAIN.pdf](#)

Hi Sarah,

For your records, please replace the first page of the travel voucher with the attached one that includes the correct totals in the columns.

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: January 9, 2020 1:45 PM
To: Shoquist, Sarah ENV:EX
Subject: E132400 Kelly Sather

Hi Sarah,

For your records, please see Kelly's adjusted travel claim to include the exchange rates. Please note (page 9) that I have included a copy of the meal per diem rates. When travelling overseas, this chart is required for the countries the employees are travelling to. The applicable currencies are then converted to Canadian Dollars. The Bank of Canada exchange rate (average for the dates) was used to calculate the amount in Canadian Dollars (page 8). I printed out a copy of Kelly's Jan 3/20 BMO statement (page 10) that indicates the daily exchange rates charged.

Any questions, please call.

Thanks.

Debra

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

From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: E132400 Kelly Sather
Date: January 9, 2020 1:45:00 PM
Attachments: [E132400 SATHER, KELLY DEC 6-15, 2019.pdf](#)

Hi Sarah,

For your records, please see Kelly's adjusted travel claim to include the exchange rates. Please note (page 9) that I have included a copy of the meal per diem rates. When travelling overseas, this chart is required for the countries the employees are travelling to. The applicable currencies are then converted to Canadian Dollars. The Bank of Canada exchange rate (average for the dates) was used to calculate the amount in Canadian Dollars (page 8). I printed out a copy of Kelly's Jan 3/20 BMO statement (page 10) that indicates the daily exchange rates charged.

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From: [Shoquist, Sarah ENV:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: KELLY SATHER Travel Voucher E132400
Date: January 8, 2020 11:17:27 AM

Hi Debra,

The travel agent confirmed, the hotel prices change depending on availability and day of the week. She was in the same room the whole time, but that room cost less the first day.

Cheers,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: January 7, 2020 2:48 PM
To: Shoquist, Sarah ENV:EX <Sarah.Shoquist@gov.bc.ca>
Subject: RE: KELLY SATHER Travel Voucher E132400

Great, I will process Kelly's travel claim, tomorrow.

Thanks, Sarah.

Debra

From: Shoquist, Sarah ENV:EX
Sent: January 7, 2020 2:32 PM
To: Janke, Debra FIN:EX
Subject: RE: KELLY SATHER Travel Voucher E132400
Importance: High

Hi again Debra,

Just talked to Kelly, and looks like she did do one and I just wasn't aware. Here it is! Do you have an estimate of when Kelly can expect to receive this?

Thanks,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: December 20, 2019 2:05 PM
To: Shoquist, Sarah ENV:EX <Sarah.Shoquist@gov.bc.ca>
Subject: RE: KELLY SATHER Travel Voucher E132400

Hi Sarah,

The FIN99 Travel Authorization for Out of Province/Country travel was not included with receipts.
Please email.

Thanks.

Debra

From: Shoquist, Sarah ENV:EX
Sent: December 17, 2019 11:51 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: KELLY SATHER Travel Voucher E132400

Good morning,

Please find attached the travel voucher and receipts for Kelly Sather's recent trip to Madrid for COP25, which should be coming through to you shortly.

Thanks,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: [Shoquist, Sarah ENV:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: KELLY SATHER RE: Travel Voucher E132400
Date: December 18, 2019 10:08:03 AM
Attachments: [credit card - Dec 6-15.png](#)

Good morning,

Please find attached Kelly's credit card statement for this trip, showing the exchange rate paid for the hotel and the Ubers. Can we please ensure she is reimbursed at this rate?

Thanks!

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

From: Shoquist, Sarah ENV:EX
Sent: December 17, 2019 11:51 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: Travel Voucher E132400

Good morning,

Please find attached the travel voucher and receipts for Kelly Sather's recent trip to Madrid for COP25, which should be coming through to you shortly.

Thanks,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE	
Environment and Climate Change Strategy			
EMPLOYEE NAME		EMPLOYEE ID.	
Kelly Sather ✓		NR	
POSITION		BARGAINING UNIT / GROUP NO.	
Senior Ministerial Assistant			
BRANCH / LOCATION / REGION			
Minister's Office			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2019/12/06	2019/12/12	7	

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N/A, OR:

DESTINATIONS

Madrid, Spain

METHOD OF TRAVEL

Air Travel

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

To staff and support the Minister at the UN Conference of the Parties (COP25) Climate Change Conference.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

Kelly Sather

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

George Heyman

Reset Form



BANK OF CANADA
BANQUE DU CANADA

Daily Exchange Rates Lookup



Effective January 1, 2020, we are no longer publishing exchange rates for the following currencies: Malaysian ringgit, Thai baht, and Vietnamese dong. These currencies no longer satisfy the inclusion criteria that are documented in our [Methodology for Foreign Exchange Rates](#).



All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. For details, please read our full [Terms and Conditions](#).

European euro (EUR)

European euro (EUR)		
Low [High]	2019-12-16	1.4647 CAD [0.6827 EUR]
Average	2019-12-06 — 2019-12-16	1.4659 CAD [0.6822 EUR]
High [Low]	2019-12-13	1.4678 CAD [0.6813 EUR]

PER DIEM RATES-Madrid, SPAIN

Kelly Sather Dec 6-15, 2019

	<i>Madrid Spain</i>
CURRENCY	Euro (EUR)
PER DIEM	108.85
INCIDENTALS	<u>32.66</u>
TOTAL	<u>141.51</u>

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE: * = Reasonable and justifiable expenses. Receipts required

	Madrid Spain
BREAKFAST	22.45
LUNCH	35.40
DINNER	51.00

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
Madrid	\$237 USD

OUT-OF-CANADA GUIDELINES

Travel Out-of-Canada

The Ministry of Finance pays all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign Affairs site ([Welcome to Travel.State.Gov](http://Welcome.to.Travel.State.Gov)). Out-of-Canada travel

Statement

Account Name:	SATHER, KELLY	Card Number:	XXXX-XXXX-XXXXNR
Company Name:	PROVINCE OF BC TRAVEL	Account Limit:	Personal Information
Employee ID:	NR	Available Credit:	
Statement Date (MM/DD/YYYY):		Currency:	
Payment Due Date (MM/DD/YYYY):		Past Due Balance:	
		New Account Balance:	
		Your account is one payment past due. Please make payment arrangements.	

Statement Summary:

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

Previous Balance:

Personal Information

Payments:

Adjustments:

Net Purchases:

Cash Advance:

Fees:

Other Charges:

New Account Balance:

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Personal Information					
12/07	12/09 325491157	HOTEL NR MADRID ✓ <u>EURO 1,319.00@1.505216072</u>	\$ 1,985.38 666.38 041063	\$ 0.00	\$ 1,985.38
12/09	12/09 325491159	UBER TRIP 800-592-8996 ✓ <u>EURO 19.34@1.505170630</u>	\$ 29.11 9.77 099453	\$ 0.00	\$ 29.11
12/10	12/11 325986814	UBER TRIP HELP.UBER.CO HELP.UBER.COM ✓ <u>EURO 7.20@1.504166666</u>	\$ 10.83 3.63 019346	\$ 0.00	\$ 10.83
12/11	12/11 325986817	UBER TRIP HELP.UBER.CO HELP.UBER.COM ✓ <u>EURO 22.29@1.504710632</u>	\$ 33.54 11.25 079985	\$ 0.00	\$ 33.54
12/11	12/11 325986815	UBER TRIP 800-592-8996 ✓ <u>EURO 7.13@1.504908835</u>	\$ 10.73 3.60 085674	\$ 0.00	\$ 10.73
12/11	12/11 325986816	UBER TRIP HELP.UBER.CO HELP.UBER.COM ✓ <u>EURO 23.50@1.505106382</u>	\$ 35.37 11.87 017255	\$ 0.00	\$ 35.37
12/11	12/12 326212977	UBER TRIP HELP.UBER.CO HELP.UBER.COM ✓ <u>EURO 9.26@1.505399568</u>	\$ 13.94 4.68 042073	\$ 0.00	\$ 13.94
12/12	12/12 326212978	UBER TRIP HELP.UBER.CO HELP.UBER.COM ✓ <u>EURO 6.81@1.505139500</u>	\$ 10.25 3.44 016108	\$ 0.00	\$ 10.25

EXCHANGE \$714.62 Cdn

Card Transactions

2019/12/04 to 2020/01/03

Sather Kelly - BMO -^{NR}

View Non-Posted Transactions

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
NR						
2019/12/07	Hotel ^{NR}	No	1,319.00 EUR	0.00	1,985.38	?
2019/12/09	Uber Trip	No	19.34 EUR	0.00	29.11	?
2019/12/10	Uber Trip Help.Uber.Co	No	7.20 EUR	0.00	10.83	?
2019/12/11	Uber Trip	No	7.13 EUR	0.00	10.73	?
2019/12/11	Uber Trip Help.Uber.Co	No	22.29 EUR	0.00	33.54	?
2019/12/11	Uber Trip Help.Uber.Co	No	23.50 EUR	0.00	35.37	?
2019/12/11	Uber Trip Help.Uber.Co	No	9.26 EUR	0.00	13.94	?
NR						
2019/12/12	Uber Trip Help.Uber.Co	No	6.81 EUR	0.00	10.25	?
NR						



Office P/Card

Travel Itinerary

Agency Reference:# NR

Sales Person: Clare Martin

Customer Reference:#

Passenger(s): SATHER/KELLY ANNE MS ✓

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Notes:

IT IS YOUR RESPONSIBILITY TO CAREFULLY REVIEW THIS ITINERARY IMMEDIATELY UPON RECEIPT AND NOTIFY US IF THERE ARE ANY DISCREPANCIES.
NEW TICKET NUMBER IS NR
ADDITIONAL COLLECTION AMOUNT IS 396.00
ORIGINAL TICKET NUMBER IS NR
ORIGINAL TICKET VALUE IS 2060.75
ORIGINAL INVOICE NUMBER IS NR

Possible Airport Screening Delays:

Recent changes from the U.S. Department of Homeland Security will require additional screening measures for customers on international flights bound for the U.S. These screening measures pertain to any itinerary where a passport is required to enter the U.S. Customers entering the U.S. from an international airport are encouraged to arrive to the airport at least three (3) hours prior to departure to allow for this security measure.
<https://www.dhs.gov/aviation-security>

Air Passenger Protection Regulations:

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>
<https://rppa-appr.ca/>

AIR - Friday, December 6 2019		Add To Calendar	
Air Canada Flight AC8552 Economy Class -NR			
Depart	Victoria, British Columbia Victoria International Airport 11:35 AM Friday, December 6 2019	Arrive	Calgary, Alberta Calgary International Airport 02:09 PM Friday, December 6 2019
Duration:	1 hour(s) and 34 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: NR		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ		

AIR - Friday, December 6 2019		Add To Calendar	
Air Canada Flight AC844 Economy Class -NR			
Depart	Calgary, Alberta Calgary International Airport 05:50 PM Friday, December 6 2019	Arrive	Frankfurt, Germany Frankfurt International Airport, TERMINAL 1 11:05 AM Saturday, December 7 2019
Duration:	9 hour(s) and 15 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: NR		
Meal:	Meal, Breakfast		
Equipment:	Boeing 787-900		
Online Check In:	Available 24 hours prior - click here		
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA		

AIR - Saturday, December 7 2019		Add To Calendar	
Air Canada Flight AC9284 Economy Class			
Depart	Frankfurt, Germany Frankfurt International Airport, 1 01:00 PM Saturday, December 7 2019	Arrive	Madrid, Spain Barajas, TERMINAL 2 03:35 PM Saturday, December 7 2019
Duration:	2 hour(s) and 35 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference:NR		
Meal:	Meal		
Equipment:	Airbus Industrie A320		
Operated By:	Lufthansa		
Online Check In:	Available 24 hours prior - click here		
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH LUFTHANSA		

HOTEL - Saturday, December 7 2019[Add To Calendar](#)

NR

Check In/Check Out: Saturday, December 7 2019 - Thursday, December 12 2019**Status:** Confirmed - Confirmation NR**Room Type:** Minimum 2 twin beds**Rate per night:** EUR 242.73 plus tax and/or additional fees**Number of Rooms:** 1**Cancellation Policy:** Cancel 24 hours prior to arrival**Additional Information:** RQ QUEEN BED NONSMOKING**AIR - Sunday, December 15 2019**[Add To Calendar](#)**Lufthansa Flight LH1121 Economy Class**

Depart	Madrid, Spain Barajas, 2 06:10 AM Sunday, December 15 2019	✓	Arrive	Frankfurt, Germany Frankfurt International Airport, TERMINAL 1 08:50 AM Sunday, December 15 2019
---------------	--	---	---------------	--

Duration: 2 hour(s) and 40 minute(s) Non-stop**Status:** Confirmed - Lufthansa Booking Reference: 'NR**Meal:** Meal**Equipment:** Airbus Industrie A319**Online Check In:** Available 23 hours prior - [click here](#)**Canada Consulate Registration:** Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)**Remarks:** PLEASE CHECK IN WITH LUFTHANSA**AIR - Sunday, December 15 2019**[Add To Calendar](#)**Lufthansa Flight LH492 Economy Class -NR**

Depart	Frankfurt, Germany Frankfurt International Airport, 1 10:15 AM Sunday, December 15 2019	✓	Arrive	Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 11:25 AM Sunday, December 15 2019
---------------	---	---	---------------	---

Duration: 10 hour(s) and 10 minute(s) Non-stop**Status:** Confirmed - Lufthansa Booking Reference: NR**Meal:** Meal**Equipment:** Boeing 747-400 Passenger**Online Check In:** Available 23 hours prior - [click here](#)**Canada Consulate Registration:** Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)**Remarks:** PLEASE CHECK IN WITH LUFTHANSA**AIR - Sunday, December 15 2019**[Add To Calendar](#)**Air Canada Flight AC8071 Economy Class**

Depart	Vancouver, British Columbia Vancouver Intl, MAIN 03:10 PM Sunday, December 15 2019	✓	Arrive	Victoria, British Columbia Victoria International Airport 03:39 PM Sunday, December 15 2019
---------------	--	---	---------------	---

Duration: 0 hour(s) and 29 minute(s) Non-stop**Status:** Confirmed - Air Canada Booking Reference: NR**Equipment:** De Havilland Dash 8-400 Turboprop**Operated By:** /AIR CANADA EXPRESS - JAZZ
OPERATED BY /AIR CANADA EXPRESS - JAZZ**Online Check In:** Available 24 hours prior - [click here](#)**Remarks:** PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ**Remarks**

Shoquist, Sarah ENV:EX

From: Sather, Kelly ENV:EX
Sent: December 17, 2019 9:21 AM
To: Shoquist, Sarah ENV:EX
Subject: Trip

Hi Sarah

I am sending you Uber receipts via email from my personal account for the Madrid trip.

I am also emailing you pictures of other taxi receipts.

Will send my hotel folio in a separate email.

For per diem:

Friday - L D I

Saturday - B L D I

Sunday - L D I

Monday - L D I

Tuesday - L D I

Wednesday - L D I

Sunday travel day - B L I

✓ |

Thank you!

Kelly

Sent from my iPhone

Shoquist, Sarah ENV:EX

From: Sather, Kelly ENV:EX
Sent: December 17, 2019 9:23 AM
To: Shoquist, Sarah ENV:EX
Subject: Taxis
Attachments: IMG_3901.jpg; ATT00001.txt; IMG_3902.jpg; ATT00002.txt; IMG_3903.jpg; ATT00003.txt; IMG_3904.jpg; ATT00004.txt

To airport - \$71.80 CAD
In Spain - € 7.80 EURO
In Spain - €13.60 Euro
From airport - \$68.80 CAD

I emailed you all the Ubers which are all in Euros.

NR

FACTURA NR
N° de Bono:

RESERVA: NR
 FECHA: 07.12.2019
 TIPO DE DOCUMENTO: Factura

Página 1 de 1

Cliente/Guest

SATHER, KELLY ANNE - CANADA P: AH546936 N° Proveedor:	SATHER, KELLY ANNE - CANADA P: AH546936 N° Proveedor:
--	--

Adultos/Adults : 1 Llegada/Arrival : 07.12.2019 ✓	Niños/Children : 0 Salida/Departure: 12.12.2019
--	--

Hab/ Room	Nombre/Name	De/from	A/to	Servicio/Service	Cant/ Qty	Precio/Price	Total
NR	SATHER, KELLY ANNE	07.12.2019	12.12.2019	ALOJAMIENTO Y DESAYUNO	1	251,00	251,00 ✓
	SATHER, KELLY ANNE	07.12.2019	12.12.2019	ALOJAMIENTO Y DESAYUNO	4	267,00	1.068,00 ✓
Suma Total :							1.319,00 EUR

Room Rate increase due to availability
 confirmed by phone Jan 8/20 with the MO: room charge increase for 4 nights was not due to an upgrade

Tipo/Type	Base Imponible/Net	I.V.A / V.A.T.	Total
10,00 %	1.199,09 EUR	119,91 EUR	1.319,00 EUR
Total Pagos :			-1.319,00 EUR
RESTO A PAGAR :			0,00 EUR ✓

Desglose de Pagos:

Fecha/Date	Tipo Pago/Payment Type	Total
07.12.2019	VISA	-1.319,00 EUR

NR

NR

BLUEBIRD CABS #98
2612 QUADRA ST
VICTORIA BC

CARD ***** NR
CARD TYPE VISA
DATE 2019/12/06 ✓
TIME 4267 09:27:45
RECEIPT NUMBER
C85069022-001-047-003-0

PURCHASE
TOTAL

\$71.80

VISA CREDIT
A0000000031010
796816354D02A077
8080008000-6800
81C85B0A20990354
8080008000-7800

APPROVED

AUTH# 02375F 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Shoquist, Sarah ENV:EX

From: Kelly Sathers.s.22
Sent: December 17, 2019 9:15 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Sunday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 8, 2019 at 10:10:26 PM PST
To: s.22
Subject: Your Sunday evening trip with Uber

Uber

Total: €19.34
December 8, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this evening.



Total

€19.34

Trip Fare

€19.30

Subtotal	€19.30
Wait Time [?]	€0.04

Amount Charged



....NR

Switch

€19.34

A temporary hold of €19.29 was placed on your payment methodNR at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ^{NR}

NR

4.76★ Rating

NR is known for:
Excellent Service



How was your ride?

RATE OR TIP →

A.P.C. DE MADRID

Titular: IGNACIO MARTIN BUSTILLOS
NIF: 51318846G
Licencia: 1001
Matrícula: 3157 KWW
N.FAC.SIMP: 9911
Fecha Inicio: 09/12/2019 ✓
Hora Inicio: 19:23
Hora Final: 19:31
Km Recorridos: 5.6
Tarifas Aplicadas:
7- 1.0km 0:03:15
2- 4.6km 0:05:22
Importe Carrera: 13.60
Imp. Suplementos: 0.00
Importe TOTAL:

13.60

** 10% IVA INCLUIDO **

Origen:

per BMIO transaction date exchange
@ 1.505170630

Destino:

TAXI DEL A.P.C DE MADRID
FCO. JAVIER DE DIEGO ARR
Nº LICENCIA: 10551
N.I.F.: 52189271-U
FECHA: 10/12/19 ✓
Nº RECIBO: 5475
TOTAL(I/IVA): 7,80 EUR
** I.V.A. INCLUIDO **
DIST. SERVICIO: 4,3 KM
TARIFAS TR: 1 0
HORA INICIO: 15:03
HORA FINAL: 15:09
-DATOS CLIENTE:

-ORIGEN:

-DESTINO:

per BMo transaction date
exchange @ 1.50416666


Shoquist, Sarah ENV:EX

From: Kelly Sather s.22
Sent: December 17, 2019 9:15 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Tuesday morning trip with Uber


Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 10, 2019 at 12:10:30 PM PST
To: s.22
Subject: Your Tuesday morning trip with Uber




Total: €7.20
December 10, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this morning.



Total

€7.20

Trip Fare

€7.20

Subtotal

€7.20

Amount Charged



....^{NR}

Switch

€7.20

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ,^{NR}

NR

4.90★ Rating

NR is known for:
Excellent Service



How was your ride?

RATE OR TIP →

Shoquist, Sarah ENV:EX

From: Kelly Sather s.22
Sent: December 17, 2019 9:16 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Tuesday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 10, 2019 at 5:30:59 PM PST
To: s.22
Subject: Your Tuesday afternoon trip with Uber

Uber

Total: €7.13
December 10, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this afternoon.



Total

€7.13

Trip Fare

€7.13

Subtotal

€7.13

Amount Charged



.... NR

Switch

€7.13

A temporary hold of €7.13 was placed on your payment methodNR at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly.

[Learn More](#)

[Visit the trip page](#) for more information, including invoices (where available)

You rode with NR

NR

4.85★ Rating

NR is known for:
Excellent Service



How was your ride?

RATE OR TIP →

Shoquist, Sarah ENV:EX

From: Kelly Sather s.22
Sent: December 17, 2019 9:16 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Tuesday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 10, 2019 at 7:21:32 PM PST
To: s.22
Subject: Your Tuesday evening trip with Uber

Uber

Total: €23.50
December 10, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this evening.



Total

€23.50

Trip Fare

€23.26

Subtotal	€23.26
Wait Time [?]	€0.24

Amount Charged



....NR

Switch

€23.50

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ,^{NR}

NR

4.87★ Rating

NR is known

for:

Excellent Service



How was your ride?

RATE OR TIP →


Shoquist, Sarah ENV:EX

From: Kelly Sather s.22
Sent: December 17, 2019 9:16 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Tuesday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 10, 2019 at 11:50:26 PM PST
To: s.22
Subject: Your Tuesday evening trip with Uber




Total: €22.29
December 10, 2019

✓

Thanks for riding, Kelly

We hope you enjoyed your ride
this evening.



Total

€22.29

Trip Fare

€22.29

Subtotal

€22.29

Amount Charged



... NR

Switch

€22.29

[Visit the trip page](#) for more information, including invoices (where available)

You rode with NR

NR

4.71★ Rating

NR is known

for:

Excellent Service



How was your ride?

RATE OR TIP →

Shoquist, Sarah ENV:EX

From: Kelly Sathers.s.22
Sent: December 17, 2019 9:16 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Wednesday morning trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 11, 2019 at 12:40:18 PM PST
To: s.22
Subject: Your Wednesday morning trip with Uber

Uber

Total: €9.26
December 11, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this morning.



Total

€9.26

Trip Fare

€9.26

Subtotal

€9.26

Amount Charged



...^{NR}

Switch

€9.26

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ^{NR}

NR

4.88★ Rating

NR is known for:
Excellent Service



How was your ride?

RATE OR TIP →

Shoquist, Sarah ENV:EX

From: Kelly Sather^{s.22}
Sent: December 17, 2019 9:17 AM
To: Shoquist, Sarah ENV:EX
Subject: Fwd: Your Wednesday evening trip with Uber

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.espana@uber.com>
Date: December 11, 2019 at 8:00:04 PM PST
To: s.22
Subject: Your Wednesday evening trip with Uber

Uber

Total: €6.81
December 11, 2019



Thanks for riding, Kelly

We hope you enjoyed your ride
this evening.



Total

€6.81

Trip Fare

€6.81

Subtotal

€6.81

Amount Charged



.... NR


Switch

€6.81

A temporary hold of €6.80 was placed on your payment method NR at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly.

[Learn More](#)

[Visit the trip page](#) for more information, including invoices (where available)

You rode with  NR

NR

4.94★ Rating

NR is known for:
Excellent Service



How was your ride?

RATE OR TIP →

YELLOW CAB #95
817 FISHGUARD ST V8W1R9
VICTORIA BC
23783753
GH2378375301

PURCHASE

12-15-2019 ✓ 16:36:30

Acct # *****NR C

Card Type MC
A0000000041010 Mastercard

Operator: 195
Trace # 500
Inv. # 8003
Auth # 093879 RRN 001080001

Purchase	\$68.80
Tip	\$0.00
Total	\$68.80

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

YELLOW CAB MAIN OFFICE
817 FISGARD ROAD
VICTORIA, BC V8W 1R9
TEL: 250-381-2222