



Travel Voucher (Restricted Use)

Control No.

E132219

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 Yano, Brady ✓				Employee ID NR				Phone Number NR				
Client Organization Finance				Job Title Executive Assistant				Travel Group Code 3				
5. Date Completed 2019/11/19			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Meetings					Headquarters Victoria				
12. Mailing Address for Cheque PO Box 9048 Stn Prov Gov't												
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 Drove	Describe	
2019	Vic-Ucluelet	0900	2359		0.00		H-B	15.25	P/Card			
11/12	Ucluelet-Vic	0900	2100		0.00		H-L	15.25				
11/13												
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 30.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 30.50	
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
022		32001	34000		57FF	3200000		NR		\$ 30.50		
022												
022												
022												
Less Travel Advance												
022												
										54. \$ 30.50		
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

Drove in Minister James Personal Car

Audit Trail for Travel Voucher (Restricted Use) E132219 for Yano, Brady

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/19 15:47:20	Lund, Rose NR Rose.Lund@gov.bc.ca	Yano, Brady Brady.Yano@gov.bc.ca	Saved	Yano, Brady Brady.Yano@gov.bc.ca
2019/11/19 15:52:18	Yano, Brady NR Brady.Yano@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2019/11/19 16:33:04	Reid, Heidi ✓ NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132219 for Yano, Brady

1 note(s) returned.

Created On	Author	Note
2019/11/19 15:52:18	Yano, Brady NR Brady.Yano@gov.bc.ca	Nov 12 Vic-Ucluelet drive in MCJ's personal vehicle overnight NR paid on office p-card Nov 13 Ucluelet-Vic drive in MCJ' personal vehicle ✓

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From: Reid, Heidi FIN:EX
To: Janke, Debra FIN:EX
Subject: RE: E-forms: Action Required re: E132219 for Brady Yano
Date: November 29, 2019 9:52:28 AM

Hey Debra,

We will send a copy of the hotel folio to you shortly...

I am very aware that hotels shouldn't be paid for on my p/card...however, Brady was not here when I booked it and the folks up in Ucuelet want payment ASAP for the hotel when booked. I didn't have much choice as I don't have his personal c/c number and he does not travel with the Minister very often.

Heidi

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

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: November 29, 2019 9:34 AM
To: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Subject: RE: E-forms: Action Required re: E132219 for Brady Yano

Hi Heidi,

For auditing purposes, please email a copy of the Hotel Folio that was paid on your purchase card. Per policy, hotels for staff are not to be paid by the office purchase card.

Travel Expenses

The purchasing card must not be used for individual travel related expenses (e.g., hotel accommodation, car rentals and meals where the individual is to be reimbursed). Note: Invoices for direct billed taxi charges associated with travel can be paid by the Purchase Card. For further information click on direct billed taxi invoices.

The purchasing card can be used to purchase airfare. Identify the traveler's name, employee number, flight dates, and departure/return location on the receipt in case cross-referencing to the employee's travel voucher is ever required.

When an employee travels by air, the travel expenses are recorded in the Public Accounts against the employee number and not against the actual vendor number (i.e. Air Canada).

Thanks.

Debra

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

From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
Sent: November 19, 2019 4:33 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E-forms: Action Required re: E132219 for Brady Yano

Travel Voucher (Restricted Use) Control No. E132219 for Brady Yano was "Approved" by Heidi Reid and has been sent to you for your action.

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

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

1. Select the FORMS tab.

From: [Lund, Rose FIN:EX](#)
To: [Janke, Debra FIN:EX](#)
Cc: [Reid, Heidi FIN:EX](#)
Subject: Brady Yano's Hotel Receipt
Date: November 29, 2019 9:52:22 AM
Attachments: NR

Hi Debra,

I have attached Brady Yano's hotel receipt, I understand this was missing from his travel voucher.

My apologies,
Rose

From: Janke, Debra FIN:EX
To: Reid, Heidi FIN:EX
Subject: RE: E-forms: Action Required re: E132219 for Brady Yano
Date: November 29, 2019 9:34:00 AM

Hi Heidi,

For auditing purposes, please email a copy of the Hotel Folio that was paid on your purchase card. Per policy, hotels for staff are not to be paid by the office purchase card.

Travel Expenses

The purchasing card must not be used for individual travel related expenses (e.g., hotel accommodation, car rentals and meals where the individual is to be reimbursed). Note: Invoices for direct billed taxi charges associated with travel can be paid by the Purchase Card. For further information click on direct billed taxi invoices.

The purchasing card can be used to purchase airfare. Identify the traveler's name, employee number, flight dates, and departure/return location on the receipt in case cross-referencing to the employee's travel voucher is ever required.

When an employee travels by air, the travel expenses are recorded in the Public Accounts against the employee number and not against the actual vendor number (i.e. Air Canada).

Thanks.

Debra

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From: EFIMailer@gov.bc.ca [mailto:EFIMailer@gov.bc.ca]
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Travel Voucher (Restricted Use) Control No. E132219 for Brady Yano was "Approved" by Heidi Reid and has been sent to you for your action.

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

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

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

15

NR

Paid by the Office P/Card

Room
Invoice #
Cashier jlong
Page: 1 of 1
Printed: 2019-11-13 08:36:34
Acct. Filter: All Transactions
PO #
Arrival 11/12/2019
Departure 11/13/2019

Yano Brady ✓
s.22

Guests in room: Yano Brady

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2019-10-26	Master Card	PREPAYMENT	-148.35	0.00	-148.35
2019-11-12	Accommodations		129.00	19.35	148.35
Total:					0.00 ✓

*TRAVEL TO STAFF
MINISTER*
REQUIRED PRE-
PAYMENT
BRADY YANO, EA
SUPPLIER*

NR

WILL NOTE WHEN TV
COMPLETED.

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%	2.58
Room GST 5%	6.45
Room PST 8%	10.32

Signature: _____

NR



Travel Voucher (Restricted Use)

Control No.

E132369

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 Yano, Brady ✓				Employee ID NR				Phone Number NR			
Client Organization Finance				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2019/12/12			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Meetings					Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9048 Stn Prov Gov't											
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			
2019	Vic-Van (HA)	1130	2359		0.00		H-	25.75			
12/04	Van	0800	2359		0.00		F-	51.50			
12/05	Van-Vic (ferry)	1430	1700		0.00	75.80 s.22 less fuel surcharge		0.00			
12/08											
TOTALS OF COLUMNS					36. \$ 0.00	37. 75.80 s.22		38. ✓ \$ 77.25	39. \$ 0.00	40. \$ 0.00	Claim Total 153.05 \$ s.22
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
022	32001	34000		5711	3200000		NR		153.05 \$ s.22		
022											
022											
022											
Less Travel Advance											
022											
									54. 153.05 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			

Audit Trail for Travel Voucher (Restricted Use) E132369 for Yano, Brady

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/12 10:03:37	Lund, Rose NR Rose.Lund@gov.bc.ca	Yano, Brady Brady.Yano@gov.bc.ca	Saved	Yano, Brady Brady.Yano@gov.bc.ca
2019/12/12 11:28:58	Yano, Brady NR Brady.Yano@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2019/12/12 11:30:53	Reid, Heidi ✓ NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132369 for Yano, Brady

0 note(s) returned.

Created On	Author	Note

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

Harbour Air Team

Customer Information

Account	HAS #	NR
	Name	Brady Yano

Booking NR

Wednesday, December 4, 2019 ✓

Flight #2120

12:30 Victoria Harbour / Map  ✓

13:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Brady Yano, Male ✓

[Add to Calendar](#)

Invoice NR

Air Transportation Charges

Sked 200 : (St) GO Flex	\$188.54
-------------------------	----------

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
---	--------

Sked 200 : Carbon Offset	\$0.65
--------------------------	--------

Sked 200 : VHFC Terminal Fee	\$9.86
------------------------------	--------

+ Goods and Services Tax	\$9.95
--------------------------	--------

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

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

Grand Total	\$209.00
--------------------	-----------------

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

Lund, Rose FIN:EX

From: Yano, Brady FIN:EX
Sent: December 10, 2019 10:42 AM
To: Lund, Rose FIN:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

From: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Sent: December 3, 2019 9:01 AM
To: Yano, Brady FIN:EX <Brady.Yano@gov.bc.ca>
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

From: reservation@harbourair.com <reservation@harbourair.com>
Sent: December 3, 2019 9:01 AM
To: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



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

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard!

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

Please review your flight details below.

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Tsawwassen
To
Swartz Bay
BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 39

RECEIPT - PLEASE RETAIN

PURCHASE 2019/12/08 ✓

20'	Undersize Vehi	57.50
s.22	Fuel Surchar	17.20 s.22 1.10

Total 75.80

American Express

*****NR
AUTH 525093 66277660 0010019770 S
00 APPROVED - THANK YOU 025

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 08 Dec 2019 14:45:13



1007120 029507
SEE REVERSE OF TICKET

s.22

\$76.05 - \$0.25 fuel surcharge = \$75.80



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132425

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 Liu, Ange ✓				Employee ID NR				Phone Number NR					
Client Organization Finance				Job Title Ministerial Assistant				Travel Group Code 3					
5. Date Completed 2019/12/20			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Meetings					Headquarters Victoria					
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4													
16. Travel Dates	17. Places Travelled Destination Start End			18. Personal Vehicle Use Km Cost		19. Other Transport Costs	20. & 21. Meals Claim Cost		22. Lodging Costs	20. & 21. Miscellaneous Cost Describe			
2019	Vic-Van (HA)	0930	2359		0.00	209.00	H-	25.75					
10/27	Van-Vic (HA)	1530	1605		0.00	223.00		0.00					
11/04	Vic-Van (HA)	1330	2359		0.00	P/Card	F-BL	30.50					
11/05	Van	0800	2359		0.00		F-L	41.00					
11/06	Van-Vic (HA)	0800	1500		0.00	P/Card	H-L	15.25					
11/29	Vic-Van ferry	0800	1500		0.00	92.80	F-	51.50		0 s.22	Ferry Reservation		
11/30	Van-Vic ferry	0600	2359		0.00	75.80	F-	51.50					
TOTALS OF COLUMNS					36. \$ 0.00	37. 600.60 s.22	38. ✓ \$ 215.50	39. \$ 0.00	40. 0 s.22	Claim Total s.22			
48. Client Code 022 32001 022 022 022		49. Resp. 022	50. Service Line 34000-32001		51. STOB 5705	52. Project 3200000		45. Supplier Code NR		Amount 816.10 s.22			
Less Travel Advance 022													
										54. 816.10 \$ 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

Jan 27/20: not claiming accommodation-email confirmation attached

DJ Jan 27/20

Page 14 of 54 FIN-2020-02998

2020-01-23

Audit Trail for Travel Voucher (Restricted Use) E132425 for Liu, Ange

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/20 14:27:29	Lund, Rose NR Rose.Lund@gov.bc.ca	Liu, Ange Ange.Liu@gov.bc.ca	Saved	Liu, Ange Ange.Liu@gov.bc.ca
2019/12/20 14:31:20	Lund, Rose NR Rose.Lund@gov.bc.ca	Liu, Ange Ange.Liu@gov.bc.ca	Saved	Liu, Ange Ange.Liu@gov.bc.ca
2019/12/20 14:33:38	Lund, Rose NR Rose.Lund@gov.bc.ca	Liu, Ange Ange.Liu@gov.bc.ca	Saved	Liu, Ange Ange.Liu@gov.bc.ca
2019/12/20 14:35:04	Lund, Rose NR Rose.Lund@gov.bc.ca	Liu, Ange Ange.Liu@gov.bc.ca	Saved	Liu, Ange Ange.Liu@gov.bc.ca
2019/12/20 14:41:36	Lund, Rose NR Rose.Lund@gov.bc.ca	Liu, Ange Ange.Liu@gov.bc.ca	Saved	Liu, Ange Ange.Liu@gov.bc.ca
2019/12/20 14:44:31	Liu, Ange NR Ange.Liu@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2020/01/13 15:27:57	Reid, Heidi ✓ NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132425 for Liu, Ange

1 note(s) returned.

Created On	Author	Note
2019/12/20 14:33:38	Lund, Rose NR Rose.Lund@gov.bc.ca	Oct 25: Vic-Van Harbour Air paid with personal card Oct 27: Van-Vic Harbour Air paid with personal card Nov 4: Vic-Van Harbour Air paid with Quick Ticket Nov 5: Van Nov 6: Van-Vic paid with Quick Ticket Nov 29: Vic-Van Ferry paid on personal card Nov 30: Van-Vic paid on personal card

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From: [Janke, Debra FIN:EX](#)
To: [Lund, Rose FIN:EX](#)
Subject: RE: E132425 Ange Liu
Date: January 27, 2020 10:00:00 AM

Thanks, Rose.

Debra

From: Lund, Rose FIN:EX
Sent: January 27, 2020 9:55 AM
To: Janke, Debra FIN:EX
Subject: RE: E132425 Ange Liu

Good morning Debra,

As for the ferry receipt my apologies you can subtract one of the people. As it should just be Angela claiming.

Angela is not claiming any accommodation.

Attached is the flight for November 4th.

Let me know if you need anything else!

Thank you,

Rose

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: January 27, 2020 7:55 AM
To: Lund, Rose FIN:EX <Rose.Lund@gov.bc.ca>
Subject: E132425 Ange Liu

Hi Rose,

s.22

Please email the first page for the Harbour Air flight on November 4th.

Please confirm that accommodation is not being claimed.

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

Lund, Rose FIN:EX

From: reservation@harbourair.com
Sent: December 6, 2019 11:08 AM
To: Lund, Rose FIN:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



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

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard!

Please review your flight details below.

Please Note:

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

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

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

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

Harbour Air Team

Customer Information

Account	HAS #	NR
	Name	Angela Liu

Booking NR																																			
Friday, October 25, 2019 ✓ Flight #2080 10:45 Victoria Harbour / Map ✓ 11:20 Vancouver Harbour / Map ✓ 35 minutes KK- Confirmed 1 Passenger(s) - GoFlex Angela Liu, Female ✓ <u>Add to Calendar</u>	<table> <tr> <td colspan="2">Invoice NR</td> </tr> <tr> <td colspan="2">Air Transportation Charges</td> </tr> <tr> <td>Sked 200 : (St) GO Flex</td> <td>\$188.54</td> </tr> <tr> <td colspan="2">Taxes, Fees and Charges</td> </tr> <tr> <td>All Skeds - Baggage : Checked Baggage Fee</td> <td>\$0.00</td> </tr> <tr> <td>Sked 200 : Carbon Offset</td> <td>\$0.65</td> </tr> <tr> <td>Sked 200 : VHFC Terminal Fee</td> <td>\$9.86</td> </tr> <tr> <td>+ Goods and Services Tax</td> <td>\$9.95</td> </tr> <tr> <td>Billing</td> <td>\$199.05</td> </tr> <tr> <td>Taxes</td> <td>\$9.95</td> </tr> <tr> <td>Grand Total</td> <td>\$209.00</td> </tr> </table> <table> <tr> <td>American Express</td> <td>\$209.00</td> </tr> <tr> <td>Date / Time</td> <td>October 25, 2019 @ 10:17:02 AM</td> </tr> <tr> <td>Summary</td> <td>NR ✓</td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Expiration</td> <td></td> </tr> <tr> <td>Authorization</td> <td>463670</td> </tr> </table> GoFlex Fare Conditions: Check in 25 minutes prior to departure time Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure (subject to difference in fare value) Select Seating \$10 (space permitting) 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure Required Travel Documents: All passengers 18 years and above must present government issued photo identification. Baggage: All routes (except routes listed below)	Invoice NR		Air Transportation Charges		Sked 200 : (St) GO Flex	\$188.54	Taxes, Fees and Charges		All Skeds - Baggage : Checked Baggage Fee	\$0.00	Sked 200 : Carbon Offset	\$0.65	Sked 200 : VHFC Terminal Fee	\$9.86	+ Goods and Services Tax	\$9.95	Billing	\$199.05	Taxes	\$9.95	Grand Total	\$209.00	American Express	\$209.00	Date / Time	October 25, 2019 @ 10:17:02 AM	Summary	NR ✓	Name		Expiration		Authorization	463670
Invoice NR																																			
Air Transportation Charges																																			
Sked 200 : (St) GO Flex	\$188.54																																		
Taxes, Fees and Charges																																			
All Skeds - Baggage : Checked Baggage Fee	\$0.00																																		
Sked 200 : Carbon Offset	\$0.65																																		
Sked 200 : VHFC Terminal Fee	\$9.86																																		
+ Goods and Services Tax	\$9.95																																		
Billing	\$199.05																																		
Taxes	\$9.95																																		
Grand Total	\$209.00																																		
American Express	\$209.00																																		
Date / Time	October 25, 2019 @ 10:17:02 AM																																		
Summary	NR ✓																																		
Name																																			
Expiration																																			
Authorization	463670																																		

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

Between Richmond (YVR South), Ganges & Maple Bay

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

Between Richmond (YVR South), Victoria & Nanaimo

50 lbs . Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking **NR**

Sunday, October 27, 2019 ✓ |

Flight #2190

15:30 Vancouver Harbour / Map 

16:05 Victoria Harbour / Map  ✓ |

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Angela Liu, Female ✓ |

[Add to Calendar](#)

Invoice **NR**

Air Transportation Charges

Sked 200 : (Pk) GO Flex \$201.88

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$10.61

Billing \$212.39

Taxes \$10.61

Grand Total \$223.00

American Express **\$223.00**

Date / Time October 27, 2019 @ 3:02:31 PM

Summary **NR** ✓ |

Expiration

Authorization 467623

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure

From: reservation@harbourair.com
To: [Lund, Rose FIN:EX](#)
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: January 27, 2020 8:38:56 AM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard!

Buy Before You Fly! Our new [On The Fly Boutique](#) store is now open. Have your purchase available for you when you check in for your flight! Use Coupon Code **beforeyoufly** to receive 10% off your purchase (Excluding Gift Cards & Sale Items).

Please review your flight details below.

Please Note:

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

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

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

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

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

Harbour Air Team

Customer Information

Account

HAS #

NR

Name

Angela Liu

Booking NR

Monday, November 4, 2019

Flight #2160

14:30 Victoria Harbour / Map ☐15:05 Vancouver Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Angela Liu, Female

[Add to Calendar](#)

Invoice NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$188.54

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.95

Billing \$199.05

Taxes \$9.95

Grand Total \$209.00

Corporate Account \$209.00

Date / Time November 4, 2019 @ 2:01:07 PM

Summary NR

Ticket

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable/Changeable up to 4 hours prior to Departure
(subject to \$20 Change Fee and difference in fare value)Any changes or cancellations made within 4 hours* of
departure time will incur a \$20 fee.*For flights departing on or before 11am, changes must
be made before 5pm the day prior to departure.

As always, no fees will be applied in the event of

KK- Confirmed

1 Passenger(s) - GoFlex

Angela Liu, Female ✓

Add to Calendar

Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$9.95
Billing	\$199.05
Taxes	\$9.95
Grand Total	\$209.00

Corporate Account ✓ **\$209.00**

Date / Time November 6, 2019 @ 1:09:48 PM

Summary **NR**

Ticket

GoFlex Fare Conditions:

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

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

Between Richmond (YVR South), Ganges & Maple Bay

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

Between Richmond (YVR South), Victoria & Nanaimo

50 lbs . Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

Tsawwassen
To
Swartz Bay



LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/30 ✓

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

Total 75.80

American Express

*****NR

75.80

AUTH 491186 66277657 0010014740 S

00 APPROVED - THANK YOU 025

CHANGE DUE 0.00

Swartz Bay
To
Tsawwassen



LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/29 ✓

BOOKING-NR

REF#: NR

Standard - Partially Prepaid

1 Reservation Pr	17.00
20' Undersize Vehi	57.50
s.2 Adult	s.22
Fuel Surcharg	

Total s.22

Prepayment

American Express

*****NR

AUTH 461145 66277643 0010014170 S

00 APPROVED - THANK YOU 025

CHANGE DUE 0.00

- \$17.20 adult fare
- \$ 0.25 fuel surcharge
- \$17.45

CARDHOLDER COPY
TSA 30 Nov 2019 14:03:49



1007095 597933

107094

SEE REVERSE SIDE OF TICKET

CARDHOLDER COPY
29 Nov 2019 06:33:03



1005010 433595

92298

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: 28/NOV/2019 19:09:48
Booked by: BC FERRIES WEBSITE

Booking Confirmation

Booking Holder: Angela Liu
Phone: NR

Provide Booking Number to Ticket Agent

Customer Number: NR Page 1 of 3

Booking Reference: NR

Departs	Time / Date	Arrives	Time / Date
Swartz Bay, Victoria	07:00	Tsawwassen	08:35
Vancouver Island	29/Nov/2019 ✓	Metro Vancouver	29/Nov/2019

Vehicle	UNDER HEIGHT PASSENGER VEHICLE	Fare Information	Price
Ferry	Spirit of Vancouver Island	20' UNDER HEIGHT PASSENGER VEHICLE	\$57.50
		FUEL SURCHARGE	\$0.85
		s. ADULT/YOUTH	s.22
		FUEL SURCHARGE	
		Reservation Fee	
The sailing you have selected is a direct sailing.			
Swartz Bay, Victoria - Tsawwassen			
Fare Type STANDARD			
Products and Fees:			
Amount Paid:			
Due at Terminal:			

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.



Date Issued: 28/NOV/2019 19:09:48

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 2019/11/28

AMEX ** ✓ | **NR 17.00

Auth 413460 6637637T 665958-0_1

//

00 APPROVED - THANK YOU 025

Cardholder Copy

28 Nov 2019 19:09:11



Control No.

E132349

Name	Employee ID	Phone Number
Lawson, Liam ✓	NR	NR
Client Organization	Job Title	Travel Group Code
Finance	Sr. Ministerial Assistant	3

5. Date Completed 2019/12/10	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information																																						
Type of Travel In Province	14. Reason for Travel MCJ meetings	Headquarters Victoria																																							
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2																																									
16. Travel Dates 2019 12/04 Vic- 12/05 Vancouver 12/06 Van-Vic (HJ)	17. Places Travelled <table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Vancouver(HJ)</td> <td>1000</td> <td>2359</td> </tr> <tr> <td>Vancouver</td> <td>0645</td> <td>1800</td> </tr> <tr> <td>Van-Vic (HJ)</td> <td>0900</td> <td>1200</td> </tr> </tbody> </table>	Destination	Start	End	Vancouver(HJ)	1000	2359	Vancouver	0645	1800	Van-Vic (HJ)	0900	1200	18. Personal Vehicle Use <table border="1"> <thead> <tr> <th>Km</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </tbody> </table>	Km	Cost		0.00		0.00		0.00	19. Other Transport Costs <table border="1"> <thead> <tr> <th>Costs</th> </tr> </thead> <tbody> <tr> <td>11.00</td> </tr> <tr> <td>14.95 s.22 (less tip)</td> </tr> </tbody> </table>	Costs	11.00	14.95 s.22 (less tip)	20. & 21. Meals <table border="1"> <thead> <tr> <th>Claim</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>F-B-L 30.50 s.22 per</td> <td>222.07</td> </tr> <tr> <td>F- 51.50 travel notes</td> <td>N/C</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </tbody> </table>	Claim	Cost	F-B-L 30.50 s.22 per	222.07	F- 51.50 travel notes	N/C		0.00	22. Lodging Costs 222.07 N/C	20. & 21. Miscellaneous <table border="1"> <thead> <tr> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Cost	Describe		
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F- 51.50 travel notes	N/C																																								
	0.00																																								
Cost	Describe																																								
TOTALS OF COLUMNS		36. \$ 0.00	37. 25.95 \$ s.22	38. 82.00 \$ s.22	39. ✓ \$ 222.07	40. \$ 0.00	Claim Total \$ s.22																																		
48. Client Code 022 022 022 022	49. Resp. 32001 15001	50. Service Line 34000 10000	51. STOB 1 5705	52. Project 321500000	45. Supplier Code NR	Amount 330.02 \$ s.22																																			
Less Travel Advance 022																																									
				AMOUNT DUE TO EMPLOYEE			54. 330.02 \$ 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																																			

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

DJ Dec 19/19

Audit Trail for Travel Voucher (Restricted Use) E132349 for Lawson, Liam

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/10 11:09:36	Lawson, Liam NR Liam.Lawson@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2019/12/10 11:14:22	Reid, Heidi ✓ NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Liam Lawson ETV E132349

Dec 4th: Vic -Van Helijet invoiced to P Card, over night NR . Per Diem: Full day- Breakfast @ \$41

Dec 5th: Vancouver overnight at private accommodation (not claiming). Per diem Full day @ \$51

Taxi paid on personal card.

Dec 6th: Van-Vic Helijet invoiced to P-card. Taxi paid on personal card.

✓ |

From: [Reid, Heidi FIN:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Cc: [Janke, Debra FIN:EX](#); [Lund, Rose FIN:EX](#)
Subject: FW: Liam's receipts for E132349
Date: December 10, 2019 12:02:23 PM
Attachments: [LLAWSON ETV-E132349.pdf](#)

I approved Liam's TV when he initiated it this morning...however, I noticed after the fact that we need to deduct a lunch off him on the 4th as lunch was provided while he was staffing the Minister. ✓

Hope this doesn't cause any problems.

Thanks...Heidi

Reid, Heidi FIN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: November 28, 2019 1:41 PM
To: Reid, Heidi FIN:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Completed



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	Liam Lawson
	Company	Ministry Of Finance

Booking NR

Wednesday, December 4, 2019 ✓

710

09:35 Victoria Harbour (Downtown) ✓

10:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Liam Lawson, Male ✓

Invoice #475466

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

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

NR

Liam Lawson ✓
Canada

Arrival 12/04/19
Departure 12/05/19
Room No. NR
Folio No.

Guest Name: Liam Lawson

INFORMATION INVOICE

Page No.

1 of 1

Date	Description	Reference	Charges	Payments
✓ 12/04/19	Room Charge	CSA single rate, ok ✓	189.00	
12/04/19	Room DMF		2.44	
12/04/19	Room GST		9.57	
12/04/19	Room MRDT		5.74	
12/04/19	Room PST		15.32	
12/05/19	Visa	XXXXXXXXXXXXNR ✓ XX/XX		222.07

GST Summary: NR

Rooms GST: 9.57
F&B GST: 0.00
Telephone GST: 0.00
Other GST: 0.00

Balance

0.00 ✓ |

Guest Signature

NR

YELLOW CAB #208
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE VISA
DATE 2019/12/06 ✓
TIME 0455 08:50:58
CLERK ID 1
RECEIPT NUMBER
C85062954-001-008-708-0

PURCHASE
AMOUNT **\$14.95**

s.22

VISA CREDIT
A0000000031010
9091C3E0DC47ECD3
8080008000-6800
77FDD7C1CD3AA4F2
8080008000-7800

APPROVED

AUTH# 017611 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Dec 6th

YELLOW CAB #199
1441 CLARK DR
VANCOUVER BC

CARD NR
CARD TYPE VISA
DATE 2019/12/05 ✓
TIME 2289 19:52:49
CLERK ID 5
RECEIPT NUMBER
H85006212-001-021-893-0

PURCHASE
TOTAL

\$11.00

VISA CREDIT
A0000000031010
63525732F37DEC84
0000000000-

APPROVED

FF/DT 20
AUTH# 074801 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

Dec 6th

[Add to Calendar](#)

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

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

Booking **NR**

Friday, December 6, 2019 ✓ |

711

10:00 Vancouver Harbour (Downtown)

10:35 Victoria Harbour (Downtown) ✓ |

35 minutes

Confirmed

1 Passengers - Off-Peak

Liam Lawson, Male ✓ |

[Add to Calendar](#)

Invoice #484100

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For



Travel Voucher (Restricted Use)

Control No.

E132424

Name	Employee ID	Phone Number
Lawson, Liam ✓	NR	NR
Client Organization	Job Title	Travel Group Code
Finance	Sr. Ministerial Assistant	3

5. Date Completed 2019/12/20	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
--	-------------------------------	--------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel Ottawa FPT	Headquarters Victoria
-------------------------------	-------------------------------------	--------------------------

12. Mailing Address for Cheque

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

16. Travel Dates	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2019	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
12/15	Vic-Ottawa (AC)	0500	2359	28	15.40		F-	51.50	268.71		
12/16	Ottawa	0600	2359		0.00		F-	51.50	268.71		
12/17	Ottawa-Vic (AC)	0600	2359		0.00	25.00	F-L	41.00			
12/18	Ottawa-Vic	0200	1300	28	15.40	132.00	F-D	33.25			

[illegible][illegible][illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 902.47
--	-------------------------------	------------------

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) E132424 for Lawson, Liam

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/20 13:11:27	Lawson, Liam NR Liam.Lawson@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2019/12/20 13:27:05	Reid, Heidi NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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TV E132424 - Liam Lawson – NOTES

Dec 15 - Victoria to Ottawa - Return airfare paid on p/card

All day p/diem @ 51.50 - Accomms - \$268.71

Dec 16 - Ottawa - staffing Minister - All day p/diem @ 51.50 - Accomms - \$268.71

Dec 17 - FPT Minister's of Finance meeting - Staffing Minister - B & D p/diem @ 41.00

then Ottawa to Toronto - Flights delayed in Toronto - Hotel paid for by A/Canada - taxi from Toronto Airport to Hotel @ 25.00

Dec 18 - Toronto to Victoria - B/L p/diem @ 33.25 - parking at Vic airport @64.00 and Taxi from Airport to Leg - luggage lost and car keys were in luggage...had to taxi into Leg and wait for luggage to be delivered w/keys for car in it then back out to airport to retrieve car

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)

Finance

EMPLOYEE NAME

Liam Lawson

POSITION

Sr. Ministerial Assistant

BRANCH / LOCATION / REGION

Minister's office - Room 153, Parliament Bldgs, Victoria

DATE DEPARTING

YYYY / MM / DD

2019/12/15

DATE RETURNING

YYYY / MM / DD

2019/12/18

NO. OF WORKDAYS AWAY

ESTIMATED OVERTIME CLAIM

HOURS

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

☒ N/A, OR:

DESTINATIONS

Ottawa

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

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

To staff Minister at the Federal/Prov/Territorial Minister's of Finance meetings in Ottawa

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2020/01/13

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2020/01/13

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

ESTIMATED COSTS (IN CAN. \$)

Transportation 1,400

Meals 200

Lodging 550

Overtime

Fees

Other

cab/prking 150

SUB TOTAL 2,300

Less Costs paid by others

TOTAL COSTS 2,300

From: [Reid, Heidi FIN:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: Fwd: Need approval for Liam's travel to Ottawa
Date: December 23, 2019 5:24:59 PM
Attachments: [0099calcs.pdf](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "James, Carole FIN:EX" <Carole.James@gov.bc.ca> ✓
Date: December 23, 2019 at 5:09:29 PM PST
To: "Reid, Heidi FIN:EX" <Heidi.Reid@gov.bc.ca>
Cc: "Janke, Debra FIN:EX" <Debra.Janke@gov.bc.ca>
Subject: Fwd: Need approval for Liam's travel to Ottawa ✓

Approval given for the attached travel to Ottawa for Liam Lawson ✓

Thanks
Carole James

Sent from my iPhone

Begin forwarded message:

From: "Reid, Heidi FIN:EX" <Heidi.Reid@gov.bc.ca>
Date: December 23, 2019 at 3:01:29 PM PST
To: "James, Carole FIN:EX" <Carole.James@gov.bc.ca>
Cc: "Reid, Heidi FIN:EX" <Heidi.Reid@gov.bc.ca>
Subject: Need approval for Liam's travel to Ottawa

Hi Carole,
We did Liam's travel for Ottawa and forgot to send this "out of province" approval along. They will process it if you give approval via email for the time being and we'll get the signed one to them when you get back... otherwise they won't process it until they get the form.

Can you send me approval via email by forwarding this back to me so that the attachment gets sent along too as I can't save it for some reason. If you could please cc our finance person also that would be great – debra.janke@gov.bc.ca

Thanks.

Debra

From: Reid, Heidi FIN:EX
Sent: December 20, 2019 1:42 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc: Janke, Debra FIN:EX; Lawson, Liam FIN:EX
Subject: LIAM LAWSON TC E132424 for processing...

Attached is Liam Lawson's travel claim w/notes and receipts.

Minister is not back until mid January and we'll have her sign the "hotel exceeds limit" when she's back.

Thanks and if you need anything else...let me know.

Heidi

Heidi Reid
Administrative Coordinator to the
Honourable Carole James
Minister of Finance and Deputy Premier
Phone: 778-974-5988
E-mail: Heidi.Reid@gov.bc.ca

From: [Janke, Debra FIN:EX](#)
To: [Reid, Heidi FIN:EX](#)
Subject: RE: LIAM LAWSON TC E132424 for processing...
Date: December 23, 2019 2:31:00 PM

Hi Heidi,

Yes, for now so as not to hold up payment the Minister can approve Liam's trip to Ottawa in an email . After the holidays, please email the approved FIN99 travel authorization signed by the Minister and Liam.

I hope you have a very Merry Christmas.

Debra

From: Reid, Heidi FIN:EX
Sent: December 23, 2019 2:19 PM
To: Janke, Debra FIN:EX
Subject: Re: LIAM LAWSON TC E132424 for processing...

Really?? Is it something that we can put into an email and have the minister approve it for the time being? Otherwise I have to come in on my holidays...

Sent from my iPhone

On Dec 23, 2019, at 11:09 AM, Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca> wrote:

Thanks, Heidi. I cannot process the claim until the authorization is received.

Debra

From: Reid, Heidi FIN:EX
Sent: December 23, 2019 11:06 AM
To: Janke, Debra FIN:EX
Subject: Re: LIAM LAWSON TC E132424 for processing...

Hi Debra...I'm out of the office working from home...will send it when back in the new year!

Sent from my iPhone

On Dec 23, 2019, at 9:28 AM, Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca> wrote:

Hi Heidi,

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

From: [Reid, Heidi FIN:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: Fwd: Need approval for Liam's travel to Ottawa
Date: December 23, 2019 6:34:05 PM

And below is the approximate cost as it wouldn't let me save it in the FIN 99 form!
Thx...Heidi

Sent from my iPhone

Begin forwarded message:

From: "Reid, Heidi FIN:EX" <Heidi.Reid@gov.bc.ca>
Date: December 23, 2019 at 3:04:16 PM PST
To: "James, Carole FIN:EX" <Carole.James@gov.bc.ca>
Subject: FW: Need approval for Liam's travel to Ottawa

And of course it didn't track what I had added to the form.
These are approximate costs below.
Airfare - \$1400
Taxis - \$150
p/diems - \$200
Hotel - \$550

From: Reid, Heidi FIN:EX
Sent: December 23, 2019 3:01 PM
To: James, Carole FIN:EX <Carole.James@gov.bc.ca>
Cc: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Subject: Need approval for Liam's travel to Ottawa

Hi Carole,
We did Liam's travel for Ottawa and forgot to send this "out of province" approval along. They will process it if you give approval via email for the time being and we'll get the signed one to them when you get back...otherwise they won't process it until they get the form.

Can you send me approval via email by forwarding this back to me so that the attachment gets sent along too as I can't save it for some reason. If you could please cc our finance person also that would be great – debra.janke@gov.bc.ca

Thanks...Heidi

<0099calcs.pdf>



Vision Travel DT Ontario-West Inc
116 - 4480 West Saanich Road
Victoria, BC V8Z 3E9
250-412-1888 877-412-1887

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: NR
Issued: 02 December 2019

Agency Ref.: NR
Sales Person: Clare Martin

Customer Number: NR
Customer Ref.:

MINSTER OF FINANCE
ROOM 153 THE LEGISLATURE
VICTORIA, BC
V8V 1X4

Passenger(s): LAWSON/LIAM MR ✓

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.

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

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

AIR - Sunday, December 15 2019		Add To Calendar	
Air Canada Flight AC8050 Economy Class - NR			
Depart	Victoria, British Columbia Victoria International Airport 06:45 AM Sunday, December 15 2019	Arrive	Vancouver, British Columbia Vancouver Intl, MAIN TERMINAL 07:16 AM Sunday, December 15 2019
Duration:	0 hour(s) and 31 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 - Sunday, December 15 2019

[Add To Calendar](#)

Air Canada Flight AC338 Economy Class -NR

Depart	Vancouver, British Columbia Vancouver Intl, MAIN 08:50 AM Sunday, December 15 2019	Arrive	Ottawa, Ontario Ottawa International Airport 04:23 PM Sunday, December 15 2019
---------------	--	---------------	--

Duration: 4 hour(s) and 33 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: NR
Meal: Food For Purchase
Equipment: Airbus Industrie A321
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 Piece(s)
Remarks: PLEASE CHECK IN WITH AIR CANADA

HOTEL - Sunday, December 15 2019

[Add To Calendar](#)

NR

Check In/Check Out: Sunday, December 15 2019 - Tuesday, December 17 2019
Status: Confirmed - Confirmation NR
Room Type: Minimum 1 king bed
Rate per night: CAD 228.65 plus tax and/or additional fees
Number of Rooms: 1
Cancellation Policy: Cancel 2 days prior to arrival
Additional Information: NR

AIR - Tuesday, December 17 2019

[Add To Calendar](#)

Air Canada Flight AC475 Economy Class -NR

Depart	Ottawa, Ontario Ottawa International Airport 06:30 PM Tuesday, December 17 2019	Arrive	Toronto, Ontario Pearson International Airport, TERMINAL 1 07:45 PM Tuesday, December 17 2019
---------------	---	---------------	---

Duration: 1 hour(s) and 15 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: NR
Equipment: Airbus Industrie A320
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 Piece(s)
Remarks: PLEASE CHECK IN WITH AIR CANADA

AIR - Tuesday, December 17 2019

[Add To Calendar](#)

Air Canada Flight AC1683 Economy Class -NR

Depart	Toronto, Ontario Pearson International Airport, 1 08:55 PM Tuesday, December 17 2019	Arrive	Victoria, British Columbia Victoria International Airport 11:07 PM Tuesday, December 17 2019
---------------	--	---------------	--

Duration: 5 hour(s) and 12 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: NR
Meal: Food For Purchase
Equipment: Airbus Industrie A321
Operated By: /AIR CANADA ROUGE
 OPERATED BY /AIR CANADA ROUGE
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 Piece(s)
Remarks: PLEASE CHECK IN WITH /AIR CANADA ROUGE

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Air Canada	NR	1097.20	56.25	59.83	0.00	1213.28
LAWSON LIAM MR						Billed to: CXXXXXXXXXXXXNR
Service Fee	NR	40.00	0.00	2.00	0.00	42.00
LAWSON LIAM MR						Billed to: CXXXXXXXXXXXXNR
Totals:		1137.20	56.25	61.83	0.00	1255.28
Total Credit Card Billing:						1255.28
Balance Due:						0.00

Remarks

BC LICENSE NUMBERS.22

24 HOUR EMERGENCY TRAVEL ASSISTANCE

OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY

A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE

WITHIN NORTH AMERICA - CALL 1-888-700-6063

OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263

**IMPORTANT- QUOTE TMC SOS CODE T9A2 WHEN CALLING **

EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA

RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES

PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE

AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES

PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.

PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED

PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE

ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.

PLEASE CHECK MONITORS AT THE AIRPORT.

PLEASE RECONFIRM ALL FLIGHTS

IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH

THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE

MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

TIME WITHOUT NOTICE BY THE AIRLINE

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS

CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO

WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT

RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES

MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE

EXACT BAGGAGE RESTRICTIONS AND FEES.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING

WWW.VISIONTRAVEL.CA/BAGGAGE/

*****CHECK-IN AND BAGGAGE ACCEPTANCE FOR *****

FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR

DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING

FROM TORONTO CITY AIRPORT YTZ, WHERE CHECK-IN

AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL

NR

Room/Chambre : NR
Folio # :
Invoice # :
Cashier/Cassier # : 4955
Page # : 1 of 1

Reference No.

MR Liam Mr Lawson ✓

Arrival/Arrivée : 12-15-19
Departure/Départ : 12-17-19

Date	Description	Additional Information/Supplémentaire	Charges	Credits
✓ 12-15-19	Package Charge		228.65	
12-15-19	Municipal Accommodation Tax (9.15	
12-15-19	Room HST (13%)		30.91	
✓ 12-16-19	Package Charge		228.65	
12-16-19	Municipal Accommodation Tax (9.15	
12-16-19	Room HST (13%)		30.91	
12-17-19	Visa	XXXXXXXXXXXXNR XX/XX		537.42
Total			537.42	537.42
Balance Due/Solde			0.00 ✓	

GST Summary / Sommaire

Room/Chambre	0.00
F&B/Restauration	0.00
Other/Autres	0.00
Total	0.00

HST Summary / Sommaire

Room/Chambre	61.82
F&B/Restauration	0.00
Other/Autres	0.00
Total	61.82

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.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année.)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

NR

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

Merchant ID: 5665635
Term ID: 135

Ref #: 007

Sale

XXXXXXXXXXNR

VISA

Entry Method: Proximity

12/17/19 ✓

23:06:16

Inv #: 000007

Appr Code: 092981

Apprvd

Batch#: 351001

Total:

\$

25.00

Application Label: VISA CREDIT

AID: A000000031010

IVR: 00 00 00 00

ISI: 00 00

Customer Copy

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH218524000N

**** PURCHASE ****

12-18-2019 ✓ 10:55:17

Acct # *****NR C

Exp Date **/** Card Type VI

Name: LIAM LAWSON

A0000000031010 VISA CREDIT

Operator: 234

Trace # 11198

Inv. # 234

Auth # 055381 RRN 001356002

Total

\$68.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VICTORIA
INTERNATIONAL AIRPORT
LANE Long Term Exit 2-11

Paid On: 2019/12/18 18:53 2019/12/18

Ticket #: 197858928

Paid: \$ 64.00 64.00

GST: \$ 3.05

CC: VISA: 4528-2187

THANK YOU

Transaction: Approved

GST: 10456-7276R1001

*****NR

VISA

Seq 000039 011

Purchase 19/12/18 18:53:24

Auth 097411

APPROVED /



Control No.

E132167

Name	Employee ID	Phone Number
Spilker, Robyn ✓	NR	(250) 952-7627
Client Organization	Job Title	Travel Group Code
Finance	Senior Ministerial Assistant	3

2019/1/10/1	2020	EFT
Type of Travel In Province	14. Reason for Travel Staffing Minister at ENLG	Headquarters Victoria

Minister's Office Room 153, Parliament Buildings Victoria, BC V8V 1X4

TOTALS OF COLUMNS	36. \$ 0.00	37. ✓ \$ 29.40	38. ✓ \$ 61.00	39. ✓ \$ 444.14	40. \$ 0.00	Claim Total \$ 534.54
-------------------	----------------	-------------------	-------------------	--------------------	----------------	--------------------------

[illegible]

54.	\$ 534.54
-----	-----------

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) E132167 for Spilker, Robyn

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/07 14:59:56	Reid, Heidi NR Heidi.Reid@gov.bc.ca	Spilker, Robyn Robyn.Spilker@gov.bc.ca	Saved	Spilker, Robyn Robyn.Spilker@gov.bc.ca
2019/11/14 11:59:34	Spilker, Robyn NR Robyn.Spilker@gov.bc.ca		Initiated	Reid, Heidi Heidi.Reid@gov.bc.ca
2019/11/14 12:01:03	Reid, Heidi ✓ NR Heidi.Reid@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132167 for Spilker, Robyn

1 note(s) returned.

Created On	Author	Note
2019/11/07 14:59:56	Reid, Heidi NR Heidi.Reid@gov.bc.ca	Nov 4 - Vic to Van - Walk on BC Ferry - \$17.20 (receipt lost) Dinner \$30.50 - Hotel - \$222.07 Nov 5 - Vancouver - B/L provided - Dinner \$30.50 - Hotel - \$222.07 Nov 6 - Van-Vic - Helijet QT - B/L provided & taxi to home \$12.20 ✓

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NR

Ms. Robyn Spilker ✓
 Victoria BC
 Canada

Arrival 11/04/19
 Departure 11/06/19
 Room No. NR
 Folio No.

Guest Name: Ms. Robyn Spilker

INFORMATION INVOICE

Page No.

1 of 1

Date	Description	Reference	Charges	Payments
✓ 11/04/19	Room Charge		189.00	
11/04/19	Room DMF		2.44	
11/04/19	Room GST		9.57	
11/04/19	Room MRDT		5.74	
11/04/19	Room PST		15.32	
✓ 11/05/19	Room Charge		189.00	
11/05/19	Room DMF		2.44	
11/05/19	Room GST		9.57	
11/05/19	Room MRDT		5.74	
11/05/19	Room PST		15.32	
11/06/19	Master Card	XXXXXXXXXXXXNR ✓	XX/XX	444.14

GST Summary: NR

Balance

0.00 ✓

Rooms GST: 19.14
 F&B GST: 0.00
 Telephone GST: 0.00
 Other GST: 0.00

Guest Signature

(222.07)
 p/night

APPROVED AS IT EXCEEDS
 HOTEL LIMIT!

X Carole James
 MINISTER CAROLE JAMES ✓

NR

Reid, Heidi FIN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: November 6, 2019 4:22 PM
To: Reid, Heidi FIN:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Completed



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	Robyn Spilker
	Company	Min Of Finance

Booking NR		
Wednesday, November 6, 2019 ✓	Invoice #457591	
727	FARE-YWH-FULL_Winter2019	\$333.33
17:10 Vancouver Harbour (Downtown)	+ GST	\$16.67
17:45 Victoria Harbour (Downtown) ✓	Billing	\$333.33
35 minutes	Taxes	\$16.67
Confirmed	Grand Total	\$350.00
1 Passengers - Full-Fare	On Account	\$350.00
Robyn Spilker, Female ✓	Date / Time	November 6, 2019 @ 4:21:04 PM

BLUEBIRDS CABS #275
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2019/11/06 ✓
TIME 0164 18:00:18
RECEIPT NUMBER
C85001044-001-167-002-0

PURCHASE
AMOUNT

\$12.20

s.22

Interac
A0000002771010
3058ECA90D231662
8000008000-6800
0F55B8BDB0D370BF

APPROVED

AUTH# 020002 00-001
THANK YOU

CARDHOLDER COPY