



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132048

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 Szabo, Maria			Employee ID NR			Phone Number (250) 356-2771					
Client Organization Jobs, Trade and Technology			Job Title Executive Assistant			Travel Group Code 3					
5. Date Completed 2019/10/23		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Travel with Minister				Headquarters Victoria					
12. Mailing Address for Cheque Room 138 Parliament Buildings Victoria, BC V8W 9E2											
16. Travel Dates 2019 10/01 10/02 10/03 10/04	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
	Vic-Nanaimo-Van (HA)	0800	2359		0.00		F-B	41.00		163.32	
	Vancouver	0800	2359		0.00		F-	51.50		163.32	
	Van-Seattle-Van (HA)	0600	2359		0.00		F-L	41.00		163.32	
	Vancouver-Vic (HA)	0700	1400		0.00		F-D	33.25			
TURBOBUCKS											
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 166.75	39. \$ 489.96	40. \$ 0.00	Claim Total \$ 656.71	
48. Client Code 125 125 125 125	49. Resp. 51000	50. Service Line 08001	51. STOB 5701	52. Project 5111111	45. Supplier Code NR		Amount \$ 656.71				
Less Travel Advance 125											
										54. \$ 656.71	
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 1050-06

*Oct 03-19 Not claiming any meals while in the US only when in Vancouver

Audited by PL Nov 12-19

Audit Trail for Travel Voucher (Restricted Use) E132048 for Szabo, Maria

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/23 15:50:44	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/23 15:50:57	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/24 18:17:10	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/11/04 11:44:21	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132048 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2019/10/23 15:50:44	Walters, Hailey NR Hailey.Walters@gov.bc.ca	10/01: Took Bus with Heads of Mission to Nanaimo. Travel Nanaimo-Van via HA (paid via turbobucks). overnight accommodation claimed. L&D claimed. 10/02: in Vancouver for meetings. all day perdiems claimed. overnight accommodation claimed. 10/03: Travel Van-Seattle via HA (paid via turbobucks). claim B&D. Travel Seattle-Van via HA (paid via turbo bucks). overnight accommodation claimed. 10/04: Claim B&L. Travel Van-Vic via HA (paid on turbobucks)

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NR

Ms Maria Szabo ✓

Victoria BC

Receipt

Invoice date 10/4/2019
Our reference NR
GST Number

Guest	Ms Maria Szabo	Arrival	10/1/2019	Departure	10/4/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
10/1/2019	Room Charge	✓ 1	139.00	✓	139.00		
10/1/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
10/1/2019	Federal Tax GST	2	0.00		7.04		
10/1/2019	Provincial Room Tax	2	0.00		11.26		
10/1/2019	Municipal Room Tax	2	0.00		4.22		
10/2/2019	Room Charge	1	139.00	✓	139.00		
10/2/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
10/2/2019	Federal Tax GST	2	0.00		7.04		
10/2/2019	Provincial Room Tax	2	0.00		11.26		
10/2/2019	Municipal Room Tax	2	0.00		4.22		
10/3/2019	Room Charge	1	139.00	✓	139.00		
10/3/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
10/3/2019	Federal Tax GST	2	0.00		7.04		
10/3/2019	Provincial Room Tax	2	0.00		11.26		
10/3/2019	Municipal Room Tax	2	0.00		4.22		
				Total invoice	489.96		
10/4/2019	MC ***NR Auth: 078909 ✓				-489.96		
				Total Paid	✓ -489.96		
				Total Due	0.00		

Total GST 21.12
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

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: September 20, 2019 9:35 AM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information**Account**

HAS #

NR

Name

Maria Szabo

Booking

NR

Tuesday, October 1, 2019

Invoice NR

Flight #1132

Air Transportation Charges

13:00 Nanaimo Harbour / Map

Sked 1100 : (St) GO Flex

\$90.74

13:20 Vancouver Harbour / Map

Taxes, Fees and Charges

20 minutes	Sked 1100 : Port Fee	\$1.75
KK- Confirmed	Sked 1100 : Carbon Offset	\$0.50
	All Skeds - Baggage : Checked Baggage Fee	\$0.00
1 Passenger(s) - GoFlex	Sked 1100 : VHFC Terminal Fee	\$9.86
Maria Szabo, Female	+ Goods and Services Tax	\$5.15
<u>Add to Calendar</u>	Billing	\$102.85
	Taxes	\$5.15
	Grand Total	\$108.00

GoFlex Fare Conditions:

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

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)

Jobs, Trade and Technology

VOTE

EMPLOYEE NAME

Maria Szabo

EMPLOYEE ID.

POSITION

Ministerial Assistant

BARGAINING UNIT / GROUP NO.

3

BRANCH / LOCATION / REGION

Victoria, Parliament Buildings, Ministers Office

DATE DEPARTING

YYYY / MM / DD
2019/10/03

DATE RETURNING

YYYY / MM / DD
2019/10/03

NO. OF WORKDAYS AWAY

1

ESTIMATED OVERTIME CLAIM

HOURS

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

☒ N/A, OR:

DESTINATIONS

Seattle, Washington

METHOD OF TRAVEL

Harbour Air

PURPOSE OF TRAVEL

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

accompany the 2019 Cascadia Innovation Corridor Conference and Technology Networking opportunities.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2019/09/26

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

ESTIMATED COSTS (IN CAN. \$)

Transportation 740

Meals 60

Lodging

Overtime

Fees

Other Taxi 50

SUB TOTAL 850

Less Costs paid by others

TOTAL COSTS 850

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: September 24, 2019 1:33 PM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information

Account	HAS #	NR
	Name	Maria Szabo

Booking NR

Thursday, October 3, 2019

Invoice NR

Flight #1611 - Operated by Tantalus Air

Air Transportation Charges

Sked 1600 : GO International Vancouver to Seattle
HA \$320.80

07:20 Vancouver Harbour / Map

Taxes, Fees and Charges

08:15 Seattle - Lake Union / Map

55 minutes	Sked 1600 : Agricultural Fee - HA	\$5.15
	Sked 1600 : Carbon Offset - HA (Southbound)	\$1.00
KK- Confirmed	Sked 1600 : Customs Fee - HA	\$7.51
	Sked 1600 : Immigration Fee - HA	\$9.10
1 Passenger(s) - GoInternational	Sked 1600 : VHFC Terminal Fee - HA - Southbound	\$9.86
Maria Szabo, Female	+ Goods and Services Tax	\$16.58
<u>Add to Calendar</u>		
	Billing	\$353.42
	Taxes	\$16.58
	Grand Total	\$370.00

GoInternational Fare Conditions:

Check in 1 Hour prior to departure time

Changeable up to 24 hours prior to departure

Cancellations more that 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date

Cancellations less than 24 hours result in a full forfeiture of the fare

Check in Time:

Mandatory Check in 1 hour prior to scheduled departure time

Required Travel Documents:

Passport book required for all passengers including infants

*Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing

Passport Documentation Required

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1.866.435.9524.

Baggage:

25 lbs. Guaranteed

\$1.50/lb. over 25 lbs.(space available)

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: August 9, 2019 2:34 PM
To: Walters, Hailey JTT: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.

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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.

Harbour Air Team

Customer Information**Account**

HAS #

NR

Name

James McNish

Booking NR

Thursday, October 3, 2019

Invoice: NR

Flight #1620 - Operated by Tantalus Air

Air Transportation Charges

17:35 Seattle - Lake Union / [Map](#)

Sked 1600 : GO International Seattle to Vancouver
HA

\$359.14

18:30 Vancouver Harbour / [Map](#)

Taxes, Fees and Charges

55 minutes	Sked 1600 : Carbon Offset - HA (Northbound)	\$1.00
	Sked 1600 : VHFC Terminal Fee - HA - Northbound	\$9.86
KK- Confirmed	Billing	\$370.00
	Taxes	\$0.00
1 Passenger(s) - GoInternational James McNish, Male	Grand Total	\$370.00

Add to Calendar

GoInternational Fare Conditions:

Check in 1 Hour prior to departure time

Changeable up to 24 hours prior to departure

Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date

Cancellations less than 24 hours result in a full forfeiture of the fare

Check in Time:

Mandatory Check in 45 minutes prior to scheduled departure time

Required Travel Documents:

Passport book required for all passengers including infants

*Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing

Passport Documentation Required

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1.866.435.9524.

Baggage:

25 lbs. Guaranteed

\$1.50/lb. over 25 lbs.(space available)

Booking Information

Domestic Flights

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: September 25, 2019 11:35 AM
To: Walters, Hailey JTT: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.

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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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	Maria Szabo

Booking NR		
Friday, October 4, 2019		Invoice NR
Flight #2130/Twin Otter 12:30 Vancouver Harbour / Map 13:05 Victoria Harbour / Map	Air Transportation Charges	
	Sked 200/300 : (St) GO Flex	\$188.54
	Taxes, Fees and Charges	

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
Maria Szabo, Female		
<u>Add to Calendar</u>	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)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132054

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Name Szabo, Maria			Employee ID NR			Phone Number (250) 356-2771						
Client Organization Jobs, Trade and Technology			Job Title Executive Assistant			Travel Group Code 3						
5. Date Completed 2019/10/24		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information						
Type of Travel In Province		14. Reason for Travel Travel with Minister				Headquarters Victoria						
12. Mailing Address for Cheque Room 138 Parliament Buildings Victoria, BC V8W 9E2												
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2019	Destination	Start	End	Km	Cost			Claim	Cost		Cost	Describe
10/10	Vic-Vancouver (Ferry)	1700	2359		0.00		75.80	F-BL	30.50		163.32	
10/11	Vancouver	0700	2359		0.00			F-D	33.25		163.32	
10/13	Vancouver-Vic (Ferry)	1900	2100		0.00		75.80		0.00			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 151.60		38. \$ 63.75	39. \$ 326.64	40. \$ 28.00	Claim Total \$ 569.99	
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount				
125	51000	08001		5701	5111111	NR		\$ 569.99				
125												
125												
125												
Less Travel Advance												
125												
AMOUNT DUE TO EMPLOYEE											54. \$ 569.99	
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) E132054 for Szabo, Maria

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/24 14:45:16	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/24 14:45:23	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/24 18:17:17	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/11/04 11:44:05	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132054 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2019/10/24 14:45:16	Walters, Hailey NR Hailey.Walters@gov.bc.ca	10/10: Travel Vic-Van via ferry. overnight accommodation claimed. claim Dinner. 10/11: in Van all day. claim B&L. overnight accommodation claimed. 10/13: Travel Van-Vic via Ferry.

Production *** Copyright © Government of British Columbia

Swartz Bay
To
Tsawwassen



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2019/10/10 ✓

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

Total 75.80

Master Card
*****NR 75.80 ✓
AUTH 047751 66277640 0010014990 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 10 Oct 2019 18:11:45



1005047 648665
96980
SEE REVERSE SIDE OF TICKET

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 4
Entered: 10/11/2019 06:57
Exited: ✓ 10/11/2019 21:48
Ticket Number: 15406
Transaction Number: 46110
Rate: A
Parking Fee: \$28.00

Total Fee: \$28.00
Fee Paid: \$28.00 ✓
Master
XXXXXXXXXXXXNR
Approval Number: 009436

Thank you for visting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

Tsawwassen
To
Swartz Bay



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

LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2019/10/13 ✓

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

Total 75.80

Master Card
*****NR 75.80 ✓
AUTH 016950 66277660 0010015340 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 13 Oct 2019 20:20:33



1007129 942739
108924
SEE REVERSE SIDE OF TICKET

NR

Ms Maria Szabo

Victoria BC

Receipt

Invoice date 10/12/2019
Our reference NR
GST Number

Guest	Ms Maria Szabo ✓	Arrival	10/10/2019	Departure	10/12/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
10/10/2019	Room Charge	✓ 1	139.00	139.00			
10/10/2019	DMF @1.293% Plus Taxes	1	1.80	1.80			
10/10/2019	Federal Tax GST	2	0.00	7.04			
10/10/2019	Provincial Room Tax	2	0.00	11.26			
10/10/2019	Municipal Room Tax	2	0.00	4.22			
10/11/2019	Room Charge	1	139.00	139.00			
10/11/2019	DMF @1.293% Plus Taxes	1	1.80	1.80			
10/11/2019	Federal Tax GST	2	0.00	7.04			
10/11/2019	Provincial Room Tax	2	0.00	11.26			
10/11/2019	Municipal Room Tax	2	0.00	4.22			
			Total invoice		326.64		
10/12/2019	MC **NR Auth: 043485 ✓					-326.64	
			Total Paid		✓ -326.64		
			Total Due		✓ 0.00		

Total GST 14.08
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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132055

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 Szabo, Maria				Employee ID NR				Phone Number (250) 356-2771																																																																																																																																																																																																																																																												
Client Organization Jobs, Trade and Technology				Job Title Executive Assistant				Travel Group Code 3																																																																																																																																																																																																																																																												
5. Date Completed 2019/10/24			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																																																																																																											
Type of Travel In Province			14. Reason for Travel Travel with Minister						Headquarters Victoria																																																																																																																																																																																																																																																											
12. Mailing Address for Cheque Room 138 Parliament Buildings Victoria, BC V8W 9E2																																																																																																																																																																																																																																																																				
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Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>F-BL</td> <td>30.50</td> <td>\$ 22</td> <td>151.57</td> <td>9.50</td> </tr> <tr> <td>10/15</td> <td>Vic-Vancouver (HA)</td> <td>1345</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>** 51.50</td> <td></td> <td>151.57</td> <td>103.40</td> </tr> <tr> <td>10/16</td> <td>Van-Kamloops-Van (AC)</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td>151.57</td> <td>78.95</td> </tr> <tr> <td>10/17</td> <td>Vancouver</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-BLD</td> <td>12.25</td> <td></td> <td></td> <td>9.55</td> </tr> <tr> <td>10/18</td> <td>Vancouver-Vic (HA)</td> <td>0700</td> <td>0930</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="12"> HA - TURBOBUCKS AC - PCARD </td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 0.00</td> <td></td> <td>38. \$ 145.75</td> <td>39. \$ 454.71</td> <td>40. \$ 201.40</td> <td>Claim Total \$ s.22</td> </tr> <tr> <td colspan="2">48. 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Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2019							F-BL	30.50	\$ 22	151.57	9.50	10/15	Vic-Vancouver (HA)	1345	2359		0.00		F-	** 51.50		151.57	103.40	10/16	Van-Kamloops-Van (AC)	0700	2359		0.00		F-	51.50		151.57	78.95	10/17	Vancouver	0700	2359		0.00		F-BLD	12.25			9.55	10/18	Vancouver-Vic (HA)	0700	0930		0.00							HA - TURBOBUCKS AC - PCARD												TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 145.75	39. \$ 454.71	40. \$ 201.40	Claim Total \$ s.22	48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		125		51000		08001		5701		5111111		NR		125		51000		08001		5702		5111111				125												125												Less Travel Advance												125												AMOUNT DUE TO EMPLOYEE											54. \$ 801.86												s.22	45. 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FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Nov 12-19

Audit Trail for Travel Voucher (Restricted Use) E132055 for Szabo, Maria

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/24 15:26:38	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/24 15:26:45	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2019/10/24 18:17:24	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2019/10/30 09:00:00	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132055 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2019/10/24 15:26:38	Walters, Hailey NR Hailey.Walters@gov.bc.ca	10/15: Travel Vic-Van via HA (paid on turbobucks). Claim Dinner. overnight accommodation. TAXI: office-hotel 10/16: Travel Van-Kamloops-Van via AC (paid on HW Pcard). claim full day per diem. claim overnight accommodation. TAXI: hotel-YVR; YVR-event; event-YVR. 10/17: in Vancouver. Claim full day per diem. overnight accommodation. TAXI: skytrain-relic event; Relic event-skytrain; Skytrain preload card \$60.00 10/18: HA flight Vic-Van (paid via turbobucks). TAXI: hotel-HA.

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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/10
TIME 6581 17:59:14
CLERK ID
INVOICE #
RECEIPT NUMBER
C85038785-001-007-003-0

PURCHASE

\$9.50

Mastercard
A0000000041010
6B2B84E6922ECFA9
0000008000-E800
BA4FD14AF7D0F852

APPROVED

AUTH# 063903 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORD

KAMI CABS CAR #24
209 LEIGH RD V2B2L7
KAMLOOPS BC
23004598
GH2300459801

PURCHASE

10-16-2019 11:26:14
Acct # *****NR C
Card Type MC
A0000000041010 Mastercard

Trace # 1215
Inv. # 1343
Auth # 010010 RRN 001533011

Purchase \$34.10
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

KAMI CABS CAR #01
209 LEIGH RD V2B2L7
KAMLOOPS BC
23004663
GH2300466301

PURCHASE

10-16-2019 09:29:24
Acct # *****NR C
Card Type MC
A0000000041010 Mastercard

Operator: 1111
Trace # 1883
Inv. # 1985
Auth # 053932 RRN 00180

Purchase \$33.30
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

✓
YELLOW CAB #160
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/10/16 ✓
TIME 0189 05:44:34
CLERK ID 1
RECEIPT NUMBER
C85041219-001-029-859-0

PURCHASE
L

\$36.00 ✓

tercard
00000041010
1F8A2F5955CC5
00008000-E800
00008000-E800

APPROVED

AUTH# 059177 01-027
THANK YOU
CHIP CARD MALFUNCTION

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST1057624177 101

Oct 16- 34.10+33.30+36.00=103.40

✓
YELLOW CAB #217
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/10/17 ✓
TIME 0850 20:38:21
CLERK ID 5
RECEIPT NUMBER
C85062836-001-014-658-0

PURCHASE

AMOUNT \$10.9 ✓
s.22

tercard
00000041010
3D90B4A9B84CB
00008000-E800
6C7FF6169109C6D5

APPROVED

AUTH# 086321 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST10 0001

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVH01122
Thu 17 Oct 19 12:15PM ✓

Payment Type: MASTER CARD
Purchase: \$60 Stored Value

Product Price: \$ 60.00 ✓

Compass Card #: *****NR

Credit Card #: *****

Auth #: 094752
Ref #: T004624JRNUV
Receipt #: 52061

Card Entry: Chip
AID:A0000000041010
TVR:8000008000
ISI:E800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

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

SALE

Server #: 006350

REF#: 00000002

Batch #: 905 SEQ: 905001001002
10/17/19 19:03:55

APPR CODE: 093077

MASTERCARD

*****NR

AMOUNT \$8.00

00 - APPROVED - 001

Mastercard

AID: A0000000041010

TVR: 00 00 00 80 00

TSI: E8 00

Thank You
Please Come Again
BEL AIR TAXI #080
COQUITLAM BC

Oct 17- 10.95+60.00+8.00=78.95

YELLOW CAB #165
1441 CLARK DR
VANCOUVER BC

CARD *****NR

CARD TYPE MASTERCARD

DATE 2019/10/18

TIME 0633 08:27:33

CLERK ID 1

RECEIPT NUMBER

C85002568-001-063-006-0

PURCHASE

AMOUNT \$9.50

s.22

Mastercard

00000041010

AC5BDCF32E8D4

008000-E800

505A2ADFFF17F05

APPROVED

AUTH# 058136 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

NR

Name: Maria Szabo

Guest Name: Maria Szabo ✓
Company:

✓ Arrival
19-10-15

Departure
19-10-18

Group: Room NR

Bill To: Szabo, Maria

Attn:

Property Code: NR Invoice # NR PO # Central Res. #

Res. # 455387

Date	Description		Voucher	Amount
19-10-15	Room Revenue	\$ 151.57 per night	NR	✓ 129.00
19-10-15	Destination Marketing Fee			1.67
19-10-15	MRDT - 3%			3.92
19-10-15	Provincial Room Tax			10.45
19-10-15	GST			6.53
19-10-16	Room Revenue			✓ 129.00
19-10-16	Destination Marketing Fee			1.67
19-10-16	MRDT - 3%			3.92
19-10-16	Provincial Room Tax			10.45
19-10-16	GST			6.53
19-10-17	Room Revenue			✓ 129.00
19-10-17	Destination Marketing Fee			1.67
19-10-17	MRDT - 3%			3.92
19-10-17	Provincial Room Tax			10.45
19-10-17	GST			6.53
Balance:				454.71

GST/HST #: NR

	Total Tax
Destination Marketing Fee	\$5.01
GST	\$19.59
MRDT - 3%	\$11.76
Provincial Room Tax	\$31.35
Total	\$67.71

NR

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: October 15, 2019 10:44 AM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	Maria Szabo

Booking NR		
Tuesday, October 15, 2019 ✓		
Flight #2160/Twin Otter		
14:30 Victoria Harbour / Map	✓ Sked 200 : (St) GO Flex	\$188.54
15:05 Vancouver Harbour / Map	Taxes, Fees and Charges	

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
KK- Confirmed	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
Maria Szabo, Female		
<u>Add to Calendar</u>	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)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights



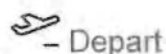
Booking Confirmation

Booking Reference: NR

Date of issue: 11 Oct, 2019

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

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



Economy - Standard

Wednesday
16 Oct, 2019



07:20
Vancouver
Vancouver Int. (YVR), BC
Terminal M



08:08
Kamloops
(YKA), BC

AC8190

0hr48
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

Maria Szabo ✓
Ticket Number
NR

Seats
AC8190 -

Purchase summary

Tax information
GST no. 10009-2287 RT0001
\$5.00

Additional Charges
adult

Base Fare	0.00
Total Additional Fare - per passenger	0.00
Extras (Change Fee)	
Change Fee	100.00
Goods and Services Tax - Canada - 100092287 RT0001	5.00
Total Extras (Change Fee) - per passenger	105.00
Total (per passenger)	105.00
GRAND TOTAL(Canadian dollars)	\$105⁰⁰



Booking Confirmation

Booking Reference: NR

Date of issue: 11 Oct, 2019

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Economy - Standard

Wednesday
16 Oct, 2019

13:40
Kamloops
(YKA), BC



14:30
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8193

0hr50
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

Maria Szabo
Ticket Number
NR

Seats
AC8193 -



Purchase summary

MasterCard
*****NR
Amount paid: \$319.33
Tax information
GST no. 10009-2287 RT0001
\$15.21

1 adult

Base Fare	275.00
Surcharges	12.00
Goods and Services Tax - Canada - 100092287 RT0001	15.21
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	10.00
Total airfare and taxes before options	\$319.33
GRAND TOTAL (Canadian dollars)	\$319.33

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: October 15, 2019 10:46 AM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	Maria Szabo

Booking NR		
Friday, October 18, 2019		Invoice NR
Flight #207		Air Transportation Charges
09:00 Vancouver Harbour / Map	Sked 200 : (St) GO Flex	\$188.54
09:35 Victoria Harbour / Map	Taxes, Fees and Charges	

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
• Maria Szabo, Female		
<u>Add to Calendar</u>	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)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132440

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 Szabo, Maria				Employee ID NR				Phone Number (250) 356-2771																																																																																																																																																																																																																																																									
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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.</td> <td colspan="3">Print Name</td> <td colspan="3">Date Signed</td> </tr> <tr> <td colspan="6">56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</td> <td colspan="3">Print Name</td> <td colspan="3">Date Signed</td> </tr> <tr> <td colspan="6">57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.</td> <td colspan="3">Print Name</td> <td colspan="3">Date Signed</td> </tr> </tbody> </table>												16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. 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Audit Trail for Travel Voucher (Restricted Use) E132440 for Szabo, Maria

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/02 13:22:06	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2020/01/02 13:22:11	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Notified	Szabo, Maria Maria.Szabo@gov.bc.ca
2020/02/14 12:03:19	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Initiated	Addo, Wolfgang Wolfgang.Addo@gov.bc.ca
2020/02/14 12:12:21	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Redirected	Garnier, Jack Jack.Garnier@gov.bc.ca
2020/02/14 12:13:20	Garnier, Jack NR Jack.Garnier@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132440 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2020/01/02 13:22:06	Walters, Hailey NR Hailey.Walters@gov.bc.ca	11/03: Travel Vic-Van via HA (paid on turbobucks). no meal claim. Claim overnight accommodation. 11/04: Meetings in Vancouver. Claim B&L. Claim overnight accommodation. 11/05: Meetings in Vancouver. Claim Dinner. Claim overnight accommodation. 11/06: Meetings in Vancouver. Claim Breakfast. TAXI: Hotel-Summit event. TAXXI: STEAM-VCO. Travel Van-Vic via HA (paid on turbobucks).

Production *** Copyright © Government of British Columbia

November 06, 2019

NR

Reservation Number NR

Send to Maria Szabo
s.22 ✓

Phone

Guest Name Maria Szabo

Company Ministry Of Jobs, Trade, and Technology, Trade, An ✓

Arrival Date

11/3/2019

Departure Date

11/6/2019

Room Information

NR

Folio Number NR

Trans Date	Description	Voucher	Amount
Charges		NR	
11/3/2019	PROVINCIAL GOVERNMENT 2019	✓	149.00
11/3/2019	GST Goods & Services Tax		7.45
11/3/2019	Provincial Sales Tax		16.39
11/3/2019	Destination Marketing Fee		1.92
11/3/2019	GST on DMF		0.10
11/3/2019	MRDT on DMF		0.06
11/3/2019	PST on DMF		0.15
11/4/2019	PROVINCIAL GOVERNMENT 2019	✓	149.00
11/4/2019	GST Goods & Services Tax		7.45
11/4/2019	Provincial Sales Tax		16.39
11/4/2019	Destination Marketing Fee		1.92
11/4/2019	GST on DMF		0.10
11/4/2019	MRDT on DMF		0.06
11/4/2019	PST on DMF		0.15
11/5/2019	PROVINCIAL GOVERNMENT 2019	✓	149.00
11/5/2019	GST Goods & Services Tax		7.45
11/5/2019	Provincial Sales Tax		16.39
11/5/2019	Destination Marketing Fee		1.92
11/5/2019	GST on DMF		0.10
11/5/2019	MRDT on DMF		0.06
11/5/2019	PST on DMF		0.15
	Total Charges		525.21
Payments			
11/6/2019	Mastercard ##### NR NR		-525.21
11/6/2019	Mastercard #####		525.21
11/6/2019	Mastercard #####		-525.21
	Total Payments		-525.21
	Balance Due:	✓	0.00

Total GST: 22.65 GST#NR

NR

RICHMOND TAXI #29
2440 SHELL RD V6X2P1
RICHMOND BC
20121715
QB2012171501

SALE

✓ 11-06-2019
Acct # *****NR
Exp Date ***
Name: STALO/MARI
A00000000-1010
Master

760009 Operator
129
Auth # 025102 RRN 001978009

\$38.00

TOTAL \$38.00 ✓

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

Retain this copy for your
records
Customer copy

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

TOTAL: \$47.05

YELLOW CAB #133
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/11/06 ✓
TIME 0342 07:58:24
CLERK ID 1
RECEIPT NUMBER
C85053301-001-014-973-0

PURCHASE
AMOUNT \$9.05 ✓
s.22

sterCard
100000041010
913D588C43C4B
0008000-E800
1F6C43A63AE18

APPROVED

AUTH# 04729Z 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: October 29, 2019 11:23 AM
To: Walters, Hailey JTT:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	Maria Szabo

Booking NR [REDACTED]		
Sunday, November 3, 2019	Invoice NR [REDACTED]	
Flight #2160/Twin Otter	Air Transportation Charges	
14:30 Victoria Harbour / Map 	Sked 200 : (St) GO Flex	\$188.54
15:05 Vancouver Harbour / Map 	Taxes, Fees and Charges	

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$9.95
Maria Szabo, Female		
<u>Add to Calendar</u>	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)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: November 4, 2019 12:53 PM
To: Walters, Hailey JTT:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Cancel Flight](#) [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.

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

Harbour Air Team

Customer Information**Account**

HAS #

NR

Name

Maria Szabo

Booking NR**Wednesday, November 6, 2019**

Invoice NR

Flight #221/Twin Otter

Air Transportation Charges

16:00 Vancouver Harbour / Map

Sked 200 : (Pk) GO Flex

\$201.88

16:35 Victoria Harbour / Map

Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$10.61
Maria Szabo, Female		
<u>Add to Calendar</u>	Billing	\$212.39
	Taxes	\$10.61
	Grand Total	\$223.00

GoFlex Fare Conditions:

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132441

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 Szabo, Maria Client Organization Jobs, Trade and Technology				Employee ID NR Job Title Executive Assistant				Phone Number (250) 356-2771 Travel Group Code 3				
5. Date Completed 2020/01/02			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Travel with Minister					Headquarters Victoria				
12. Mailing Address for Cheque Room 138 Parliament Buildings Victoria, BC V8W 9E2												
16. Travel Dates 2019 12/04 12/05 12/06	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	
	Vic-Vancouver (HA)	1300	2359		0.00		F-BLD	12.25		175.07	10.00	Taxi
	Vancouver	0830	2359		0.00		F-D	33.25		175.07	47.00	Taxi
	Vancouver- Vic (AC)	0730	2100		0.00		F-L	41.00			85.00	Taxi
	*HA Turbobucks *AC PCARD											
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 86.50	39. \$ 350.14	40. \$ 142.00	Claim Total \$ 578.64		
48. Client Code 125 125 125 125	49. Resp. 51000	50. Service Line 08001		51. STOB 5701	52. Project 5111111		45. Supplier Code NR		Amount \$ 578.64			
Less Travel Advance 125												
						AMOUNT DUE TO EMPLOYEE				54. \$ 578.64		
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

Audited by PL Feb 18, 2020

Audit Trail for Travel Voucher (Restricted Use) E132441 for Szabo, Maria

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/02 13:59:34	Walters, Hailey NR Hailey.Walters@gov.bc.ca	Szabo, Maria Maria.Szabo@gov.bc.ca	Saved	Szabo, Maria Maria.Szabo@gov.bc.ca
2020/02/14 12:03:00	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Initiated	Addo, Wolfgang Wolfgang.Addo@gov.bc.ca
2020/02/14 12:12:30	Szabo, Maria NR Maria.Szabo@gov.bc.ca		Redirected	Garnier, Jack Jack.Garnier@gov.bc.ca
2020/02/14 12:13:08	Garnier, Jack NR Jack.Garnier@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132441 for Szabo, Maria

1 note(s) returned.

Created On	Author	Note
2020/01/02 13:59:34	Walters, Hailey NR Hailey.Walters@gov.bc.ca	12/04: Travel Vic-Van via HA (paid on turbobucks). no meals claimed. Overnight accommodation. TAXI: VAN HA-Hotel 12/05: Meetings in Vancouver. Claim B&L. TAXI: event-Consular event. TAXI: Consular event-Hotel. Claim overnight accommodation. 12/06: Meetings in Vancouver. TAXI: Hotel-VCO. Travel Van-Vic via Air Can (paid on HW PCARD). TAXI: YYJ-Home. Claim B&D.

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TRAVEL CLAIM: Wed, Dec 4 – Fri, Dec 6

Wed, Dec 4

- Harbour Air, Vic-Van, paid by you (left office at 12:45pm)
- Stayed at NR
- Yellow Cab from VCO to hotel: \$10.00
- Meal claims n/a

Thurs, Dec 5

- Yellow Cab from Yaletown event to Consular Corps dinner: \$25.00
- Yellow Cab from Consular Corps dinner to hotel: \$22.00
- Stayed at NR
- Claim breakfast and lunch

Fri, Dec 6

- Yellow Cab from hotel to VCO: \$10.00
- Claim breakfast, dinner
- Air Canada, Van-Vic, paid by you (left Van at 7:05pm, home by 8:20pm)
- Yellow Cab from YYJ airport to home: \$75.00

Of course, I don't seem to have NR receipt handy... I swear I asked for it this time, too! Sorry!

NR

Reservation # NR ✓
 Send To Szabo, Maria
 s.22

Phone

Guest Name Szabo, Maria ✓ Arrival Date 12/04/2019 Departure Date 12/06/2019

Company Name Ministry Of Jobs, Trade, and Technology, Trade Room Information NR
 Bill To Szabo, Maria
 s.22

Folio Number	NR			
Trans Date	Description		Voucher	Amount
Charges				
12/04/2019	PROVINCIAL GOVERNMENT 2019	NR	✓	149.00
12/04/2019	GST Goods & Services Tax			7.45
12/04/2019	Provincial Sales Tax			16.39
12/04/2019	Destination Marketing Fee			1.92
12/04/2019	GST on DMF			0.10
12/04/2019	MRDT on DMF			0.06
12/04/2019	PST on DMF			0.15
12/05/2019	PROVINCIAL GOVERNMENT 2019		✓	149.00
12/05/2019	GST Goods & Services Tax			7.45
12/05/2019	Provincial Sales Tax			16.39
12/05/2019	Destination Marketing Fee			1.92
12/05/2019	GST on DMF			0.10
12/05/2019	MRDT on DMF			0.06
12/05/2019	PST on DMF			0.15
Total Charges				350.14
Payments				
12/06/2019	Mastercard			-350.14
Total Payments				✓ -350.14

Balance Due 0.00 ✓

NR

NR

Reservation # NR
Send To Szabo, Maria
s.22

Phone

Guest Name Szabo, Maria

Arrival Date
12/04/2019

Departure Date
12/06/2019

Company Name Ministry Of Jobs, Trade, and Technology, Trade Room Information NR

Bill To Szabo, Maria
s.22

Folio Number	NR			
Trans Date	Description		Voucher	Amount

NR

MACLURE'S CAB 166
1275 75TH AVE W
VANCOUVER BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/12/05
TIME 9143 18:04:49
CLERK ID 2
RECEIPT NUMBER
C85072051-001-389-004-0
PURCHASE
TOTAL

\$25.00 ✓

Mastercard
#0000000041010
DEBAF75BC2BB460E
000008000-E800
CA90FC60376A8E99

APPROVED

AUTH# 030181 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

TOTAL: \$47.00

YELLOW CAB #156
1441 CLARK DR
VANCOUVER BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/12/05
TIME 0113 20:26:30
CLERK ID 5
RECEIPT NUMBER
C85010715-001-016-775-0
PURCHASE
TOTAL

\$22.00 ✓

Mastercard
#0000000041010
E5779829A0D578B
000008000-E800
06598228292E290

APPROVED

AUTH# 067109 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447R1001

YELLOW CAB #348
1441 CLARK DR
VANCOUVER BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/12/06
TIME 3989 06:45:59
CLERK ID 1
RECEIPT NUMBER
C85020669-001-001-459-0
PURCHASE
TOTAL

\$10.00 ✓

Mastercard
#0000000041010
0DA14B1759078D
00008000-E800
05B4CB38AA0D8

APPROVED

AUTH# 039476 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB #264
817 FISGARD ST V8W1R9
VICTORIA BC
23783779
GH2378377901

**** PURCHASE ****

12-06-2019 20:18:38
Acct # *****NR ✓ C
Card Type MC
10000000041010 Mastercard

Operator: 364
Trace # 136
Inv. # 364
Auth # 030786 RRN 001016010

Purchase \$75.00
Tip \$0.00
Total \$75.00 ✓

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

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

TOTAL FOR THE DAY IS \$85.00

YELLOW CAB
VANCOUVER, B.C., CANADA

604 681-1111

RECEIVED FROM _____ DATE 12/04 ✓

_____ \$ 10 ✓

FROM Y TO _____

CAB NO. 1030 DRIVER 8

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) **NO COINS NEEDED**
GST INCLUDED
TTY LINE (hearing impaired) 604 258-4747 GST # R105762496

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: November 25, 2019 10:47 AM
To: Walters, Hailey JTT: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!

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.

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

Maria Szabo

Wednesday, December 4, 2019

Flight #2140

13:30 Victoria Harbour / Map

14:05 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Maria Szabo, 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

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 Confirmation

Booking Reference: NR

Date of issue: 25 Nov, 2019

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

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



– Depart

Economy - Standard

Friday
06 Dec, 2019

19:05
Vancouver
Vancouver Int. (YVR),
Terminal M



19:34
Victoria
Victoria Int. (YYJ),
British Columbia

AC8079

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

Passengers

Maria Szabo
Ticket Number
NR

Seats
AC8079 -



Purchase summary

MasterCard
*****NR

Amount paid: \$230.08

Tax information

GST no. 10009-2287 RT0001 \$10.96

1 adult

Base Fare - Economy - Standard	195.00
Surcharges	12.00
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	10.96
Airport Improvement Fee - Canada	5.00
Total before options (per passenger)	\$230 ⁰⁸
GRAND TOTAL (Canadian dollars)	\$230⁰⁸



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132461

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 McNish, James			Employee ID NR			Phone Number (250) 812-7036		
Client Organization Jobs, Trade and Technology			Job Title Ministerial Assistant			Travel Group Code 3		
5. Date Completed 2020/01/09		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Travel with Minister				Headquarters Minister's Office		
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4								
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals
	Destination	Start	End	Km	Cost	Claim	Cost	22. Lodging Costs
2019								
11/06	Vic-Van (HA)	0730	2359		0.00	F-B	41.00	175.07
11/07	Vancouver	0730	2359		0.00	F-	51.50	175.07
11/08	Van-Vic (HA)	0700	1600		0.00	F-LD	22.75	
TURBOBUCKS								
				36.	37.		38.	39.
				\$ 0.00	\$ 0.00		\$ 115.25	\$ 350.14
TOTALS OF COLUMNS								40.
								\$ 18.70
								Claim Total
								\$ 484.09
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount	
125	51000	08001	-5705	5111111	NR		\$ 484.09	
125			5701					
125								
125								
Less Travel Advance								
125								
								54.
								\$ 484.09
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.								

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

AUDITED BY PL JAN 20-20

Audit Trail for Travel Voucher (Restricted Use) E132461 for McNish, James

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 10:07:33	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 10:07:39	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:52:18	McNish, James NR James.McNish@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/15 12:04:58	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132461 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 10:07:33	Walters, Hailey NR Hailey.Walters@gov.bc.ca	11/06: Vic-Van via HA (paid w/ turbobucks). Claim L&D. Claim overnight accommodation. Taxi: meeting to meeting. 11/07: In Vancouver for meetings. Claim FD meals. Claim overnight accommodation. Taxi: event to hotel. 11/08: In Vancouver. Claim Breakfast. Van- Vic via HA (paid w/ turbobucks).

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MACLURE S CAR
1275 75TH AVE
VANCOUVER BC

CARD TYPE MASTERCARD
DATE 2019/11/06 ✓
TIME 20:27 11:43:14
CLERK ID 1
RECEIPT NUMBER
C85006829-001-138-009-0

PURCHASE
AMOUNT \$12.75 ✓

s.22

1275 75TH AVE
VANCOUVER BC
V6C 2C4

APPROVED

AUTH# 001493 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT PLEASE RETURN THIS
TO THE BANK

MACLURE S CAR
1275 75TH AVE
VANCOUVER BC

CARD TYPE MASTERCARD
DATE 2019/11/06 ✓
TIME 21:31:03
CLERK ID 2
RECEIPT NUMBER
C8501897

PURCHASE
AMOUNT \$5.95 ✓

s.22

Mastercard
1275 75TH AVE
VANCOUVER BC
V6C 2C4

APPROVED

AUTH# 000156 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT PLEASE RETURN THIS
TO THE BANK

NR

CSA APPROVED HOTEL AND RATE

Reservation # NR
Send To McNish, James
 s.22

Phone

Guest Name McNish, James

✓ **Arrival Date**
 11/06/2019

Departure Date
 11/08/2019

Company Name Ministry Of Jobs, Trade, and Technology, Trade, Room Information NR

Bill To McNish, James ✓
 s.22

Folio Number	NR		
Trans Date	Description	Voucher	Amount
Charges			
11/06/2019	PROVINCIAL GOVERNMENT 2019	NR	✓ 149.00
11/06/2019	GST Goods & Services Tax		7.45
11/06/2019	Provincial Sales Tax		16.39
11/06/2019	Destination Marketing Fee		1.92
11/06/2019	GST on DMF		0.10
11/06/2019	MRDT on DMF		0.06
11/06/2019	PST on DMF		0.15
11/07/2019	PROVINCIAL GOVERNMENT 2019		✓ 149.00
11/07/2019	GST Goods & Services Tax		7.45
11/07/2019	Provincial Sales Tax		16.39
11/07/2019	Destination Marketing Fee		1.92
11/07/2019	GST on DMF		0.10
11/07/2019	MRDT on DMF		0.06
11/07/2019	PST on DMF		0.15
Total Charges			350.14
Payments			
11/08/2019	Mastercard		-350.14
Total Payments			✓ -350.14

Balance Due 0.00 ✓

NR

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: November 4, 2019 3:37 PM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	James McNish

BookingNR	
Wednesday, November 6, 2019	Invoice NR
Flight #2040	Air Transportation Charges
08:30 Victoria Harbour / Map	Sked 200 : (St) GO Flex \$188.54
09:05 Vancouver Harbour / Map	Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
1 Passenger(s) - GoFlex	Sked 200 : VHFC Terminal Fee	\$9.86
James McNish, Male	+ Goods and Services Tax	\$9.95
<u>Add to Calendar</u>	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)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: October 31, 2019 3:08 PM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	James McNish

Booking NR	
Friday, November 8, 2019	Invoice NR
Flight #2150	Air Transportation Charges
13:30 Vancouver Harbour / Map	Sked 200 : (Pk) GO Flex \$201.88
14:05 Victoria Harbour / Map	Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
KK- Confirmed	Sked 200 : Carbon Offset	\$0.65
	Sked 200 : VHFC Terminal Fee	\$9.86
1 Passenger(s) - GoFlex	+ Goods and Services Tax	\$10.61
James McNish, Male		
<u>Add to Calendar</u>	Billing	\$212.39
	Taxes	\$10.61
	Grand Total	\$223.00

GoFlex Fare Conditions:

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132462

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 McNish, James						Employee ID NR						Phone Number (250) 812-7036						
Client Organization Jobs, Trade and Technology						Job Title Ministerial Assistant						Travel Group Code 3						
5. Date Completed 2020/01/09				6. Fiscal Year 2020				7. Special Cheque Issue				8. Cheque Stub Information						
Type of Travel In Province				14. Reason for Travel Travel with Minister				Headquarters Minister's Office										
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 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-Vancouver (Ferry)	1900	2359			0.00	17.45	F-BL	30.50		133.40	32.45	Skytrain/Taxi				
11/11		Vancouver-NYC (AC)	0600	2359			0.00		F-	** 51.50	** 222.90	12.15	Taxi					
11/12		NYC	0700	2359			0.00		F-BL	** 30.50	** 222.90							
11/13		NYC	0700	2359			0.00		F-	** 51.50	** 222.90							
11/14		NYC-Vancouver(AC)	0700	2359			0.00		F-	** 51.50	133.40							
11/15		Vancouver-Vic (HA) PCARD	0700	1100			0.00		F-LD	22.75								
11/16																		
		*(HA used turbobucks)																
TOTALS OF COLUMNS						36.	\$ 0.00	37.	\$ 17.45		38.	\$ 238.25	39.	\$ 935.50	40.	\$ 44.60	Claim Total	--\$ s.22
48.		49.	50.	51.	52.	45.												
Client Code		Resp.	Service Line	STOB	Project	Supplier Code	Amount											
125		51000	08001	-5705	5111111	NR	\$ s.22											
125				5706			\$ 1495.12											
125																		
125																		
Less Travel Advance																		
125																		
AMOUNT DUE TO EMPLOYEE																		
54. \$ 1495.12																		
e 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.																		

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11/15 Late flight from New York need to stay overnight

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

Audited by PL Jan 14-20

**USD converted to CDN dollars 1.3242 see attached

Date	Meals	Accomodation	Misc	Line Totals	Exchange Rate	
Page 2 New York City (USD)						
12-Nov		\$51.50	\$222.90	\$0.00		
13-Nov		\$30.50	\$222.90			
14-Nov		\$51.50	\$222.90			
15-Nov		\$51.50				
Total (US)		\$185.00	\$668.70	\$0.00	\$853.70	\$0.00 Balanced(should show \$0.00)
Total CDN		\$244.98	\$885.49	\$0.00	\$1,130.47	1.3242 \$0.00 Balanced (should show \$0.00)
Total Page CDN						\$244.98 \$885.49 \$0.00 \$1,130.47 Bring to top of Page 3
Page 3						
			\$0.00			
			\$0.00			
Total ()		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Balanced (should show \$0.00)
Total CDN		\$0.00	\$0.00	\$0.00	\$0.00	0 \$0.00 Balanced (should show \$0.00)
Total Page CDN						\$244.98 \$885.49 \$0.00 \$1,130.47 Bring to top of Page 4
No travel Blank						
			\$0.00			
Total USD		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Balanced (should show \$0.00)
Total CDN		\$0.00	\$0.00	\$0.00	\$0.00	0 \$0.00 Balanced (should show \$0.00)
Total Page CDN						\$244.98 \$885.49 \$0.00 \$1,130.47 Bring to top of Page 1
Page 1 Canada (CDN)						
11-Nov		\$30.50	\$133.40	\$32.45		
12-Nov		\$12.15				
15-Nov			\$133.40			
2019-11-16		\$22.75				
						Left Blank for purchases processed in CDN
						Left Blank for purchases processed in CDN
						Left Blank for purchases processed in CDN
Total CDN		\$65.40	\$266.80	\$32.45	\$364.65	\$0.00 Balanced (should show \$0.00)
Claim Total CDN						\$310.38 \$1,152.29 \$32.45 \$1,495.12

Audit Trail for Travel Voucher (Restricted Use) E132462 for McNish, James

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 11:04:30	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:04:50	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/10 09:39:50	McNish, James NR James.McNish@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/10 09:44:30	McNish, James NR James.McNish@gov.bc.ca		Recalled	McNish, James James.McNish@gov.bc.ca
2020/01/10 09:44:53	McNish, James NR James.McNish@gov.bc.ca		Approved	Ralston, Bruce Bruce.Ralston@gov.bc.ca
2020/01/10 10:29:58	Ralston, Bruce NR Bruce.Ralston@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132462 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 11:04:30	Walters, Hailey NR Hailey.Walters@gov.bc.ca	11/11: Travel Vic-Van via ferry. Claim D. Claim overnight accomm. TAXI: Ferry-Hotel. 11/12: Travel Van-NYC via AC (paid on AR pcard). Claim FD meals-USD . Claim overnight accommodation-USD TAXI: Hotel-YVR. 11/13: In NYC. Claim D-USD. Claim overnight accomm-USD. 11/14: In NYC. Claim FD-USD. Claim overnight accomm-USD. 11/15: In NYC. Claim FD meals-USD. Claim overnight accomm. Travel NYC-Vancouver via AC(paid w AR Pcard) 11/16: Claim Breakfast. Travel Van-Vic via HA (turbobucks).

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US dollar (USD)

US dollar (USD)		
Low [High]	2019-11-12	1.3228 CAD [0.7560 USD]
Average	2019-11-11 — 2019-11-15	1.3242 CAD [0.7552 USD]
High [Low]	2019-11-14	1.3258 CAD [0.7543 USD]

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)

Jobs, Trade and Technology

VOTE

EMPLOYEE NAME

James McNish

EMPLOYEE ID.

NR

POSITION

Sr. Ministerial Assistant

BARGAINING UNIT / GROUP NO.

3

BRANCH / LOCATION / REGION

Victoria, Parliament Buildings

DATE DEPARTING

YYYY / MM / DD

2019/11/12

DATE RETURNING

YYYY / MM / DD

2019/11/15

NO. OF WORKDAYS AWAY

4

ESTIMATED OVERTIME CLAIM

HOURS

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

☒ N/A, OR:

DESTINATIONS

New York

METHOD OF TRAVEL

Airplane

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

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2019/11/21

[Signature]

2019/11/20

Reset Form

Swartz Bay
To
Tsawwassen



RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/11 ✓

1 Adult 17.20

Fuel Surcharge 0.25

Total 17.45

MasterCard

*****NR 17.45 ✓

AUTH 071508 66251947 0010012330 C

Mastercard

A0000000041010 / 0000000000 / E800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

SWB 11 Nov 2019 20:21:07



7005463 462184

KIOSK00546

SEE REVERSE SIDE OF TICKET

* RECEIPT
* NOT VALID FOR TRAVEL

Translink
Tsawwassen
1VH76105

Mon 11 Nov 19 10:56PM ✓

Payment Type: MASTER CARD

Purchase: \$20 Stored Value

Product Price: \$ 20.1 ✓

Compass Card #: *****NR

Credit Card #: *****NR ✓

Auth #: 066095
Ref #: TV29494MJ9XH
Receipt #: 38069

Card Entry: Chip
AID: A0000000041010
TVR: 80000008000
ISI: E800

Retain for your records.
View Translink Policies
at www.translink.ca

Thank You!

GARDEN CITY CABS #82
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23008490
GH2300849001

**** PURCHASE ****

✓ 11-11-2019 23:45:44

Acct # *****NR C

Card Type MC

A0000000041010 Mastercard

Operator: 2

Trace # 11158

Inv. # 398

Auth # 055364 RRN 001978003

Purchase ✓ \$12.45

Tip \$0.00

Total \$12.45

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

DUPLICATE

YELLOW CAB #323
1441 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE MASTERCARD
DATE 2019/11/12
TIME 5187 06:17:54
CLERK ID 1
RECEIPT NUMBER
C85057281-001-188-77

PURCHASE
AMOUNT \$12.00

s.22

Mastercard
A0000000041010
075FB4F879D61B02
0000008000-E800
44036F4A903B734C

APPROVED

AUTH# 045099 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Stayed overnight for early flight out to
New York USA

NR

CSA APPROVED RATE AND HOTEL

Mr James McNish ✓
614 Government Street
Victoria BC V8V2L8
CANADA

Pro Forma Invoice

Invoice date 1/8/2020
Our reference NR
GST Number

Guest	Mr James McNish	Arrival	11/11/2019	Departure	11/12/2019	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
11/11/2019	Room Charge	1	115.00	115.00			
11/11/2019	GST Taxes	1	5.75	5.75			
11/11/2019	Hotel Room Tax 8%	1	9.20	9.20			
11/11/2019	Municipal Room Tax 3%	1	3.45	3.45			
			Total invoice		133.40		
11/11/2019	Mastercard			-133.40			
12/12/2019	Mastercard			-133.40			
12/12/2019	Mastercard			133.40			
			Total Paid		✓	-133.40	
			Total Due		✓	0.00	
Total GST		5.75					

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 an overdue balance.

Signature X _____

NR

NR

Mr James McNish
614 Government Street
Victoria BC V8V2L8
CANADA

Invoice

Invoice date 1/8/2020
Invoice number NR
Our reference
GST Number

Guest	Mr James McNish	Arrival	11/11/2019	Departure	11/12/2019	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
12/12/2019	Mastercard						-133.40
12/12/2019	Mastercard						133.40
Total Paid							0.00
Total Due							

Total GST

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 an overdue balance.

Signature X _____

US dollar (USD)

US dollar (USD)		
Low [High]	2019-11-12	1.3228 CAD [0.7560 USD]
Average	2019-11-11 - 2019-11-15	1.3242 CAD [0.7552 USD]
High [Low]	2019-11-14	1.3258 CAD [0.7543 USD]

NR

MR James McNish ✓
United States

Booking Number :
Group Code :
Company Name : RADIUS THE GLOBAL TRAVI

Room No. : NR
Arrival : 11-12-19
Departure : 11-15-19
Page No. : 1 of 2
Folio /Inv. No. : NR /
Cashier : 98
Rewards No. :

Date	Item Description	Charges	Credits
11-12-19	Room Charge	✓ 191.20	
11-12-19	New York Sales Tax - 8.875%	16.97	
11-12-19	New York City Hotel Tax - 5.875%	11.23	
11-12-19	Occupancy Tax	2.00	
11-12-19	NYC Hotel Unit Fee	1.50	
11-13-19	Room Charge	✓ 191.20	
11-13-19	New York Sales Tax - 8.875%	16.97	
11-13-19	New York City Hotel Tax - 5.875%	11.23	
11-13-19	Occupancy Tax	2.00	
11-13-19	NYC Hotel Unit Fee	1.50	
11-14-19	Room Charge	✓ 191.20	
11-14-19	New York Sales Tax - 8.875%	16.97	
11-14-19	New York City Hotel Tax - 5.875%	11.23	
11-14-19	Occupancy Tax	2.00	
11-14-19	NYC Hotel Unit Fee	1.50	
11-15-19	Master Card XXXXXXXXXXXXNR		668.70 USD

MR James Mcnish
United States

Booking Number :
Group Code :
Company Name : RADIUS THE GLOBAL TRAVI

Room No. : NR
Arrival : 11-12-19
Departure : 11-15-19
Page No. : 2 of 2
Folio /Inv. No. : NR /
Cashier : 98
Rewards No. :

Date	Item Description	Charges	Credits
		Total	668.70
			✓ 668.70
885.49 CDN		Balance	✓ 0.00 USD

NR

US dollar (USD)

US dollar (USD)		
Low [High]	2019-11-12	1.3228 CAD [0.7560 USD]
Average	2019-11-11 — 2019-11-15	1.3242 CAD [0.7552 USD]
High [Low]	2019-11-14	1.3258 CAD [0.7543 USD]

NR

Mr James McNish ✓

Victoria BC
CANADA

Invoice

Invoice date 11/16/2019
Invoice number NR
Our reference
GST Number

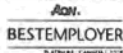
Guest	Mr James McNish	Arrival	11/15/2019	Departure	11/16/2019	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
11/15/2019	Room Charge	1	115.00	115.00			
11/15/2019	GST Taxes	1	5.75	5.75			
11/15/2019	Hotel Room Tax 8%	1	9.20	9.20			
11/15/2019	Municipal Room Tax 3%	1	3.45	3.45			
			Total invoice		133.40		
11/15/2019	Mastercard						-133.40
			Total Paid		✓		-133.40
			Total Due		✓		0.00
Total GST		5.75					

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 an overdue balance.

Signature X _____

NR

Maritime Travel Business Travel Management

Platinum
member

Customized care.

Click here to learn more
about our mobile app.

2187 OAK BAY AVENUE | UNIT 104 | VICTORIA, BC V8R 1G1 | (250) 598-5252

For After Hours Assistance Centre: For Canada & USA: please call 1-888-551-1181 or 902-423-3806. Outside Canada & USA:
call collect 902-423-3806. Email: etc@maritimetravel.ca (For more immediate assistance please call)

BC MIN OF JOBS TRADE AND TECH
PO BOX 9071 STN PROV GOVT
VICTORIA BC CA
V8W 9E2

Our ref #

NR

Invoice #

Date

17 Oct 2019

Your Counsellor

ROGER VILLIERS

Account #

NR

Department

Tap to send itinerary to our App via phone:

Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: Triptit

Click here to learn more about our Corporate Travel Program
BC Consumer Protection # 74441

For:

MCNISH/JAMES FRASER MR

Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada - AGSUNV

	Air Canada 548	Origin Vancouver, BC Vancouver Intl Arpt (Vancouver, BC) Terminal M	Destination Newark, NJ Newark Liberty Intl Arpt (Newark, NJ) Terminal A	Depart Tue - Nov 12 8:45 AM	Arrive Tue - Nov 12 4:46 PM	Seat NR
	Cabin Class Flex Duration 5:01					
Remarks FARE FAMILY: FLEX						
	Air Canada 549	Origin Newark, NJ Newark Liberty Intl Arpt (Newark, NJ) Terminal A	Destination Vancouver, BC Vancouver Intl Arpt (Vancouver, BC) Terminal M	Depart Fri - Nov 15 6:25 PM	Arrive Fri - Nov 15 9:13 PM	Seat NR
	Cabin Class Flex Duration 5:48					
Remarks FARE FAMILY: FLEX						

Passenger Information

Passenger MCNISH/JAMES FRASER MR

Airline Code AC

Ticket # NR

Booking Summary

Company Air Canada

Booking Reference

AGSUNV

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

Purchase Summary

Amount due		Amount Paid	
AIRCANADA WEB AIRFARE-TKT NR	550.00	PYMT BY CA XXXXXXNR	-695.94
TAX ON AIRFARE INCLUDES 29.11 GST		MCNISH/J 15OCT19	
TAX ON AIRFARE	145.94	PYMT BY CA XXXXNR	-36.75
MARTVL NON-REFUNDABLE TRANSACTION FEE	35.00	<u>TOTAL PAID CAD</u>	<u>\$732.69</u>
GST ON FEE (R103524823)	1.75		
<u>TOTAL DUE CAD</u>	<u>\$732.69</u>		

BALANCE CAD \$0.00

Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Boarding may be denied if less than 1 hour.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

Baggage Information

For Air Canada Baggage Information click here.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

Important Travel Information

Your passport should be valid for 6 months after your return date plus any applicable visas. Effective January 23rd, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document (Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. <http://cbsa-asfc.gc.ca/whiti-ivho/menu-eng.html> Citizens of certain countries and territories need a visa to visit or transit Canada. Others need an Electronic Travel Authorization. Please visit <http://www.cic.gc.ca/english/visit/visas-all.asp> for details.

It is the travellers responsibility to ensure they have the correct documentation. Entry to another country may be refused even if the required information and travel documents are complete. Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

Government of Canada Travel Advice and Advisories: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

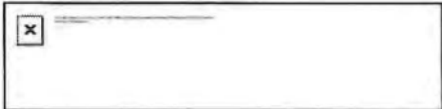
Taking Cannabis across the border is and will remain illegal <https://travel.gc.ca/travelling/cannabis-and-international-travel>

Notice

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: November 15, 2019 9:40 AM
To: Walters, Hailey JTT: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.

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.

Harbour Air Team

Customer Information		
Account	HAS #	NR
	Name	James Mcnish

Booking NR	
Saturday, November 16, 2019	Invoice NR
Flight #505	Air Transportation Charges
10:20 Richmond (YVR South) / Map	Sked 500 : (St) GO Flex \$151.73
10:50 Victoria Harbour / Map	Taxes, Fees and Charges

30 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 500 : Carbon Offset	\$0.65
	+ Goods and Services Tax	\$7.62
KK- Confirmed		
1 Passenger(s) - GoFlex James McNish, Male	Billing	\$152.38
	Taxes	\$7.62
	Grand Total	\$160.00

[Add to Calendar](#)

GoFlex Fare Conditions:

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

Required Travel Documents:

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

Baggage:

All routes (except routes listed below)

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

Between South Vancouver (YVR), Ganges & Maple Bay

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

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132467

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 McNish, James				Employee ID NR				Phone Number (250) 812-7036						
Client Organization Jobs, Trade and Technology				Job Title Ministerial Assistant				Travel Group Code 3						
5. Date Completed 2020/01/10			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Travel with Minister						Headquarters Minister's Office					
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4														
16. Travel Dates 2019 11/12		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination NYC	Start 0800	End 0900	Km	Cost 0.00			Claim	Cost 0.00			Cost 157.61	Describe Taxi
		*see statement for US conversion for taxi												
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00			38. \$ 0.00	39. \$ 0.00	40. \$ 157.61	Claim Total \$ 157.61		
48. Client Code 125 125 125 125		49. Resp. 51000		50. Service Line 08001		51. STOB -5705 5706		52. Project 5111111		45. Supplier Code NR		Amount \$ 157.61		
Less Travel Advance 125														
										AMOUNT DUE TO EMPLOYEE		54. \$ 157.61		
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

*Supplemental claim to E132462

AUDITED BY PL JAN 22-20

Audit Trail for Travel Voucher (Restricted Use) E132467 for McNish, James

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/10 09:48:26	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/10 09:48:33	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/10 14:37:54	McNish, James NR James.McNish@gov.bc.ca		Approved	Ralston, Bruce Bruce.Ralston@gov.bc.ca
2020/01/21 14:35:56	Ralston, Bruce NR Bruce.Ralston@gov.bc.ca		Forwarded	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/21 14:50:23	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132467 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/10 09:48:26	Walters, Hailey NR Hailey.Walters@gov.bc.ca	11/12: TAXI in NYC - forgot receipt on claim E132462.

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11/12	11/14	TAXI-NEWARK.COM 844-808-2944 NY	\$ 157.61	\$ 0.00	\$ 157.61
	321336859	US DOLLAR 115.90@1.359879206	019162		



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132463

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 McNish, James				Employee ID NR				Phone Number (250) 812-7036							
Client Organization Jobs, Trade and Technology				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2020/01/09			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel Travel with Minister						Headquarters Minister's Office						
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 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				
	12/02 Vic-Van (HJ)	0600	2359		0.00		F-	51.50		163.32	7.80	Taxi			
	12/03 Vancouver	0730	2359		0.00		F-L	41.00		163.32					
	12/04 Van-Vic (HA)	0800	1700		0.00		F-LD	22.75							
				36. \$ 0.00		37. \$ 0.00		38. \$ 115.25		39. \$ 326.64		40. \$ 7.80		Claim Total \$ 449.69	
TOTALS OF COLUMNS															
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
125		51000		08001		-5705-5701		5111111		NR		\$ 449.69			
125															
125															
125															
Less Travel Advance															
125															
										AMOUNT DUE TO EMPLOYEE		54. \$ 449.69			
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) E132463 for McNish, James

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 11:22:08	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:22:14	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/10 14:37:15	McNish, James NR James.McNish@gov.bc.ca		Approved	Ralston, Bruce Bruce.Ralston@gov.bc.ca
2020/01/21 14:36:32	Ralston, Bruce NR Bruce.Ralston@gov.bc.ca		Forwarded	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/21 14:51:00	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132463 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 11:22:08	Walters, Hailey NR Hailey.Walters@gov.bc.ca	12/02: Vic-Van via Helijet (paid w/ HW pcard). Claim FD meals. Claim overnight accommodation. Taxi: Home-Helijet. 12/03: In Vancouver. Claim B&D. Claim overnight accommodation. 12/04: In Vancouver. Claim B. Van-Vic via Ha (paid w/ turbobucks)

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December 2-4

BLUEBIRDS CABS #166
2612 QUADRA ST
VICTORIA BC

CARD *****NR ✓
CARD TYPE MASTERCARD
DATE 2019/12/02
TIME 5644 06:42:52
RECEIPT NUMBER
C85068576-001-414-002-0

PURCHASE
AMOUNT \$ 7.80 \$ 7.11 ✓
s.22

Mastercard
000041010
9814BAF02F5
000008000-E800
CA913E8C4F5CCC71

APPROVED

AUTH# 021632 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE 250 382 2222

NR

CSA APPROVED HOTEL AND RATE

Mr James McNish ✓
614 Government Street
Victoria BC V8V 2L8

Receipt

Invoice date 12/4/2019
Our reference NR
GST Number

Guest	Mr James McNish	Arrival	12/2/2019	Departure	12/4/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
12/2/2019	Room Charge	1	139.00	✓	139.00		
12/2/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
12/2/2019	Federal Tax GST	2	0.00		7.04		
12/2/2019	Provincial Room Tax	2	0.00		11.26		
12/2/2019	Municipal Room Tax	2	0.00		4.22		
12/3/2019	Room Charge	1	139.00	✓	139.00		
12/3/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
12/3/2019	Federal Tax GST	2	0.00		7.04		
12/3/2019	Provincial Room Tax	2	0.00		11.26		
12/3/2019	Municipal Room Tax	2	0.00		4.22		

12/4/2019	MC ****NR	Auth: 093718	✓	Total invoice	326.64
					-326.64
				Total Paid	✓ -326.64
				Total Due	✓ 0.00

÷2 =
163.32
night

Total GST 14.08
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

Walters, Hailey JTT:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: November 25, 2019 10:21 AM
To: Walters, Hailey JTT: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	James Mcnish

Booking NR

Monday, December 2, 2019

702

07:00 Victoria Harbour (Downtown)

07:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare
James Mcnish, Male

[Add to Calendar](#)

Invoice #487217

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

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

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

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

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

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

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: November 25, 2019 10:28 AM
To: Walters, Hailey JTT: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!

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.

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

James McNish

Wednesday, December 4, 2019

Flight #2190/Twin Otter

15:30 Vancouver Harbour / Map

16:05 Victoria Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

James McNish, 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)

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



Control No.

E132464

Name	Employee ID	Phone Number
McNish, James	NR	(250) 812-7036
Client Organization	Job Title	Travel Group Code
Jobs, Trade and Technology	Ministerial Assistant	3

5. Date Completed 2020/01/09		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Travel with Minister					Headquarters Minister's Office				
12. Mailing Address for Cheque Room 301 Parliament Buildings Victoria, BC V8W 1X4											
16. Travel Dates 2019 12/16 12/17	17. Places Travelled Destination Start End Vic- Van 0700 2359 Van-Vic 0800 1700			18. Personal Vehicle Use Km Cost 0.00 0.00		19. Other Transport Costs	20. & 21. Meals Claim Cost F-B 41.00 F-D 33.25		22. Lodging Costs 163.32	20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00		38. \$ 74.25	39. \$ 163.32	40. \$ 0.00	Claim Total \$ 237.57	
48. Client Code 125 125 125 125		49. Resp. 51000	50. Service Line 08001		51. STOB -5705- 5701	52. Project 5111111		45. Supplier Code NR		Amount \$ 237.57	
Less Travel Advance 125											
						AMOUNT DUE TO EMPLOYEE				54. \$ 237.57	
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) E132464 for McNish, James

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/09 11:29:54	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Saved	McNish, James James.McNish@gov.bc.ca
2020/01/09 11:30:00	Walters, Hailey NR Hailey.Walters@gov.bc.ca	McNish, James James.McNish@gov.bc.ca	Notified	McNish, James James.McNish@gov.bc.ca
2020/01/10 14:37:32	McNish, James NR James.McNish@gov.bc.ca		Approved	Ralston, Bruce Bruce.Ralston@gov.bc.ca
2020/01/21 14:36:13	Ralston, Bruce NR Bruce.Ralston@gov.bc.ca		Forwarded	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/01/21 14:50:39	Robb, Amanda NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132464 for McNish, James

1 note(s) returned.

Created On	Author	Note
2020/01/09 11:29:54	Walters, Hailey NR Hailey.Walters@gov.bc.ca	12/16: Vic-Van via HA (paid w/ turbobucks). Claim L&D. Claim overnight accommodation. 12/17: Claim B&L. Van-Vic via HA (paid w/ turbobucks)

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NR

CSA APPROVED HOTEL AND RATE

Mr James McNish ✓

Victoria BC

Receipt

Invoice date 12/17/2019
Our reference NR
GST Number

Guest	Mr James McNish	Arrival	12/16/2019	Departure	12/17/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
12/16/2019	Room Charge	1	139.00	✓	139.00		
12/16/2019	DMF @1.293% Plus Taxes	1	1.80		1.80		
12/16/2019	Federal Tax GST	2	0.00		7.04		
12/16/2019	Provincial Room Tax	2	0.00		11.26		
12/16/2019	Municipal Room Tax	2	0.00		4.22		

Total invoice 163.32

Total Paid ✓ -163.32

Total Due ✓ 0.00

12/17/2019 MC ***NR Auth: 047538 ✓

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

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: December 12, 2019 11:26 AM
To: Walters, Hailey JTT: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

James McNish

Booking NR**Monday, December 16, 2019****Flight #204/Twin Otter****08:00 Victoria Harbour / Map****08:35 Vancouver Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****James McNish, Male****Add to Calendar**

Invoice NR

Air Transportation Charges

Sked 200 : (Np) GO Flex \$147.59

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 \$7.90

Billing \$158.10

Taxes \$7.90

Grand Total \$166.00**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure**Required Travel Documents:**All passengers 18 years and above must present
government issued photo identification.**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

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

Between 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

Walters, Hailey JTT:EX

From: reservation@harbourair.com
Sent: December 12, 2019 11:27 AM
To: Walters, Hailey JTT: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

James McNish

Booking NR**Tuesday, December 17, 2019****Flight #2190/Twin Otter****15:30 Vancouver Harbour / Map****16:05 Victoria Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****James McNish, Male****Add to Calendar**

Invoice NR

Air Transportation Charges

Sked 200 : (Np) GO Flex \$147.59

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 \$7.90

Billing \$158.10

Taxes \$7.90

Grand Total \$166.00**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

(subject to difference in fare value)

Select Seating \$10 (space permitting)

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

24 hrs of departure

Required Travel Documents:

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

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

25 lbs. Guaranteed

25 lbs. (space available)

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

Between 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