



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132396

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

<b>Name</b> Djonlic, Matt				<b>Employee ID</b> NR				<b>Phone Number</b> (778) 584-4398																																																																																																																																																																																																																																																					
<b>Client Organization</b> Municipal Affairs and Housing				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 4																																																																																																																																																																																																																																																					
<b>5. Date Completed</b> 2019/12/17			<b>6. Fiscal Year</b> 2020			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																																																																																																																																																																																																																				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> staffing MSR, meetings/events						<b>Headquarters</b> Coquitlam																																																																																																																																																																																																																																																				
<b>12. Mailing Address for Cheque</b> , BC																																																																																																																																																																																																																																																													
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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 Dec 19-19

**Audit Trail for Travel Voucher (Restricted Use) E132396 for Djonlic, Matt**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/17 10:39:27	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Saved	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2019/12/17 10:39:35	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Saved	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2019/12/17 10:45:34	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Djonlic, Matt Matt.Djonlic@gov.bc.ca	Notified	Djonlic, Matt Matt.Djonlic@gov.bc.ca
2019/12/17 20:36:00	Djonlic, Matt NR Matt.Djonlic@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/12/19 09:00:45	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**From:** [Ashbourne, Craig MAH:EX](#)  
**To:** [White, Christine MAH:EX](#); [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#); [Rayner, Jena MAH:EX](#)  
**Subject:** RE: Scan of Travel Voucher- M.Djonlic- E132396  
**Date:** December 19, 2019 12:51:33 PM

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Approved.

Craig Ashbourne  
Senior Ministerial Assistant  
**Minister of Municipal Affairs and Housing and responsible for Translink**  
C: 250-213-3187  
E: [craig.ashbourne@gov.bc.ca](mailto:craig.ashbourne@gov.bc.ca)

---

**From:** White, Christine MAH:EX <[Christine.White@gov.bc.ca](mailto:Christine.White@gov.bc.ca)>  
**Sent:** December 19, 2019 12:49 PM  
**To:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#) <[FINFSAMINOFF@gov.bc.ca](mailto:FINFSAMINOFF@gov.bc.ca)>; [Rayner, Jena MAH:EX](#) <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)>; [Ashbourne, Craig MAH:EX](#) <[Craig.Ashbourne@gov.bc.ca](mailto:Craig.Ashbourne@gov.bc.ca)>  
**Subject:** RE: Scan of Travel Voucher- M.Djonlic- E132396

Craig,

Can you please reply all with approval, sorry I approved and its over my limit.

Pat, thank you for fixing that.

Thanks,

**Christine White**

Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 778.974.6045



Please consider the environment before printing this email.

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**From:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#) <[FINFSAMINOFF@gov.bc.ca](mailto:FINFSAMINOFF@gov.bc.ca)>  
**Sent:** December 19, 2019 11:30 AM  
**To:** [Rayner, Jena MAH:EX](#) <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)>  
**Cc:** [White, Christine MAH:EX](#) <[Christine.White@gov.bc.ca](mailto:Christine.White@gov.bc.ca)>  
**Subject:** RE: Scan of Travel Voucher- M.Djonlic- E132396

Hi Jena and Christine

s.22

s.22

Also Christine I will need approval from the MA. You approved this

travel claim and it is over your \$1,000 limit for expense authority.

You can get them to send me the approval by e-mail by replying to this one showing the travel claim number and Matt's name in the subject heading.

Thank you,

Pat

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**From:** Rayner, Jena MAH:EX  
**Sent:** December 17, 2019 11:49 AM  
**To:** Laird, Patricia FIN:EX  
**Subject:** FW: Scan of Travel Voucher- M.Djonlic- E132396

Good Morning Pat.

Please see the last travel voucher for Matt Djonlic (E132396). Matt is now working for MMHA so apologies on the delay of getting this last MAH Eform to your offices.

If you have any questions, please reach out.

Thank you and Happy Holidays!

**Jena Rayner**

Administrative Assistant to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Office: 250-387-2283



## Notes for Travel Voucher (Restricted Use) E132396 for Djonlic, Matt

2 note(s) returned.

Created On	Author	Note
2019/12/17 10:39:27	Rayner, Jena NR Jena.Rayner@gov.bc.ca	11/15 Coq-Van-Kam-Van-Coq: mileage to airport, parking, aircanada flight to kamp to staff MSR for events, car rental, parking, aircanada flight back, mileage from airport, full day PD 11/22: Coq-Van-Vic: mileage, parking, staffed MSR at event, ferry to Vic ** s.22
2019/12/17 10:39:35	Rayner, Jena NR Jena.Rayner@gov.bc.ca	11/24 Vic: Full day PD minus Breakfast, Lodging 11/25 Vic: Full day PD minus Breakfast, Lodging 11/26 Vic: Full day PD, Lodging 11/27: Full day PD, Lodging 11/28 Vic-Coq: Mileage to and from ferry. ferry cost, full day PD minus Dinner.

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TRANSACTION RECORD

jetSet YVR Parking  
5911 North Service Road  
Richmond, BC, V7B 0A4



TYPE: PURCHASE

ACCT: VISA



\$ 24.75

Card Type: Visa Credit

CARD NUMBER:

\*\*\*\*\*NR

DATE/TIME:



19/11/15 05:48:55

REFERENCE #:

662987690010019960 H

AUTHORIZATION #:

056656

Visa Credit

A0000000031010

01/027 APPROVED - THANK YOU

NO SIGNATURE TRANSACTION

\*Important-retain this copy for your records\*

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

NR

Expiration Date/Time  
**01:29 PM**  
**NOV 15, 2019**

Purchase Date/Time: 12:29pm Nov 15, 2019 ✓  
Total Due: \$1.00 ✓  
Total Paid: \$1.00  
Ticket #: 00006210  
S/N #: 300010390648  
Setting: LOT 125  
Mach Name: Meter 1

NR

Visa ✓

Auth #: 003924

www.impark.com  
Local Office 250-372-0203

RECEIPT

NR

Expiration Date/Time: 01:29pm Nov 15, 2019  
Purchase Date/Time: 12:29pm Nov 15, 2019

Total Due: \$1.00  
Total Paid: \$1.00  
Ticket #: 00006210  
Setting: LOT 125  
Mach Name: Meter 1

NR

Visa

Auth #: 003924

KING RECEIPT

RECU DE STATIONNEMENT

PARKING RECEIPT

RECU DE STATIONNEMENT

PARKING RECEIPT

RECU DE STATIONNEMENT



3025 AIRPORT RD  
KAMLOOPS, BC V2B 7W9  
Federal GST# :889365821

Rental Agreement #:

NR

Bill Ref #:

Invoice Date:

15/11/2019

Account #:

#### BILL TO

MATTHEW DJONLIC ✓  
s.22

#### RENTAL INFORMATION

Date/Time Out 11/15/2019 08:03 Date/Time In 11/15/2019 13:58

Renter  
DJONLIC, MATTHEW

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
GRAY	NR	COROLLA	7SR9CK	20,120 20,192

VIN:5YFBPRBE1LP014453

#### CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

#### BILLING DETAIL

Description	CSA APPROVED RATE	Qty/Per	Rate	Amount
TIME & DISTANCE		1 DAY	25.47	✓ 25.47
DISCOUNT			5.00 %	-1.27

Subtotal 24.20

PREMIUM LOCATION FEE 14.94 PCT	PCT	14.94	3.78
PROV VEHICLE RENTAL TAX 1.50/DAY	1 DAY	1.50	1.50
VLF REC 1.10/DAY	1 DAY	1.10	1.10
PROVINCIAL SALES TAX	PCT	7.00	2.04
GOODS AND SERVICES TAX	PCT	5.00	1.53

Total Charges (CAD) 34.15

#### PAYMENTS

Payment Visa -34.15

Total Payments (CAD) ✓ -34.15

Amount Due (CAD) ✓ 0.00

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

#### For Billing Inquiries / Payment Terms :

Tel#:+1 6045390866

C4AR@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (CAD) 0.00

Remit To :

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

Paid By:

MATTHEW DJONLIC  
s.22

Account #

Rental Agreement  
NR

Amount  
0.00

GPBR  
C44Y

# Vancouver Airport

WWW.YVR.CA  
Parking@YVR.CA

604-276-7739  
Economy Parking Lot

216 PKD Exit 6  
from: ✓ 11/22/19 09:05:00  
to: ✓ 11/22/19 11:07:31

Epan: 02995157015011029326327130??

Entry Unit: 102  
Pay amount: ✓ 25.00 \$  
Parking Sales Tax 4.61 \$  
GST+ 1.19 \$

Tax-No.: 264504522801211  
UST-Id No.: DE811280171

N/A  
N/A

TYPE: PURCHASE \$ 25.00  
ACCT: VISA \*\*\*\*\*NR  
CARD NUMBER: 22/11/2019 11:07:47 AM  
DATE/TIME: 662976250010013910 H  
REFERENCE #: 024374  
AUTH #:

Visa Credit  
A0000000031010  
00000000000000

01 APPROVED - THANK YOU 027  
-- IMPORTANT --  
Retain this copy for your records  
CUSTOMER COPY

Tsawwassen  
To  
Swartz Bay



**LANE 44**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/22 ✓  
BOOKING-NR  
REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	10.00
20	Undersize Vehi	57.50
✓ 1	Adult	17.20
	Fuel Surcharg	1.10

Total ✓ 85.80

Prepayment 10.00

Visa  
\*\*\*\*\*NR 75.80

AUTH 840878 66277657 0010013168 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

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

TSA 22 Nov 2019 11:38:00



SEE REVERSE SIDE OF TICKET

**Send To** Djonlic, Matt  
s.22

**Phone** 250-387-2283

**Guest Name** Djonlic, Matt

**Arrival Date**  
11/22/2019

**Departure Date**  
11/28/2019

**Room Information** NR

**Bill To** Djonlic, Matt  
s.22

250-387-2283

**Folio Number** NR

**Trans Date** **Description**

**Voucher**

**Amount**

**Charges**

s.22

11/24/2019	Room Charge	✓	94.00
11/24/2019	GST		4.75
11/24/2019	PST - Accommodation		7.60
11/24/2019	Municipal Hotel Tax		2.85
11/24/2019	Destination Marketing Fee		0.94
11/24/2019	Ecostay Fee		2.00
11/24/2019	GST		0.10

s.22

11/25/2019	Room Charge		99.00
11/25/2019	GST		5.00
11/25/2019	PST - Accommodation		8.00
11/25/2019	Municipal Hotel Tax		3.00
11/25/2019	Destination Marketing Fee		0.99

GST Registration NR

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges.

Guest Signature \_\_\_\_\_

**Reservation #** NR**Send To** Djonlic, Matt  
s.22**Phone** 250-387-2283**Guest Name** Djonlic, Matt**Arrival Date**  
11/22/2019**Departure Date**  
11/28/2019**Room Information** NR**Bill To** Djonlic, Matt  
s.22

250-387-2283

Folio Number	NR			
Trans Date	Description		Voucher	Amount
11/25/2019	Ecostay Fee	NR		2.00
11/25/2019	GST			0.10
s.22				
11/26/2019	Room Charge		✓	99.00
11/26/2019	GST			5.00
11/26/2019	PST - Accommodation			8.00
11/26/2019	Municipal Hotel Tax			3.00
11/26/2019	Destination Marketing Fee			0.99
11/26/2019	Ecostay Fee			2.00
11/26/2019	GST			0.10
11/27/2019	Room Charge		✓	99.00
11/27/2019	GST			5.00
11/27/2019	PST - Accommodation			8.00
11/27/2019	Municipal Hotel Tax			3.00
11/27/2019	Destination Marketing Fee			0.99
11/27/2019	Ecostay Fee			2.00
11/27/2019	GST			0.10
<b>Total Charges</b>				NR
<b>Payments</b>				
11/28/2019	Visa			
<b>Total Payments</b>				
				Amount claimed \$466.51 removed meals and personal time from total

**Balance Due** 0.00

GST Registration NR

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges.

Guest Signature \_\_\_\_\_



To  
Tsawwassen



**LANE 01**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/28**  
**BOOKING-**  
**REF#:** NR

Standard - Partially Prepaid	
1	Reservation Pr 17.00
20'	Undersize Vehi 57.50
1	Adult 17.20
	Fuel Surcharg 1.10

Total	92.80
-------	-------

Prepayment	21.00
------------	-------

Visa  
\*\*\*\*\* NR 71.80  
AUTH 014447 66277643 8818811298 S

01 APPROVED - THANK YOU 027

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

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

SWB 28 Nov 2019 14:27:14



1005010 429932

SEE REVERSE SIDE OF TICKET

## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

Booking reference: NR

**Name:** Mrs Selina Robinson  
**E-mail:** CHRISTINE.WHITE@GOV.BC.CA  
**Payment:** CC CAXXXXXXXXXXXXX NR

**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262

**Air Canada Flight Information**  
1-888-422-7533  
International Reservations

Alert me of flight changes  
Flight notification

### Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8190	Vancouver (YVR)	Kamloops (YKA)	DH4	Economy Standard (L)	Confirmed
<i>Operated by:</i>	Fri 15-Nov 2019	Fri 15-Nov 2019			
<i>Air Canada Express-Jazz</i>	07:10 - TERMINAL M -MAIN	07:59			
Seat number(s) requested: NR					
AC8195	Kamloops (YKA)	Vancouver (YVR)	DH4	Economy Standard (L)	Confirmed
<i>Operated by:</i>	Fri 15-Nov 2019	Fri 15-Nov 2019			
<i>Air Canada Express-Jazz</i>	14:50	15:46 - TERMINAL M -MAIN			
Seat number(s) requested: NR					

### Passenger Information

**Passenger: 1** Mrs Selina Robinson

Ticket number: NR

**Passenger: 2** Mr Matthew Djonlic

Ticket number: NR

## Purchase Summary

### Passenger: 1 Ticket number NR

<b>Date of issue</b>	30-Oct 2019
<b>Fare Amount in Canadian dollars:</b>	364.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	19.66
Airport Improvement Fee - Canada (SQ)	15.00
<b>Total Fare in Canadian dollars:</b>	412.91
<b>Options</b>	
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

### Passenger: 2 Ticket number NR

<b>Date of issue</b>	30-Oct 2019
<b>Fare Amount in Canadian dollars:</b>	364.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	19.66
Airport Improvement Fee - Canada (SQ)	15.00
<b>Total Fare in Canadian dollars:</b>	412.91
<b>Options</b>	
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132370

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

<b>Name</b> Gardea, Daniela				<b>Employee ID</b> NR		<b>Phone Number</b> (778) 677-4304	
<b>Client Organization</b> Municipal Affairs and Housing				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2019/12/12		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Staffing PSBM and MSR				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals Cost</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		
2019							
09/05	Vic to Van (HA)	1800	1900		0.00		
09/09	Vancouver	0900	1300		0.00	19.00	
10/15	Vancouver	1000	1600		0.00	20.45	25.75
10/20	Van to Vic (FERRY)	1830	2100		0.00	17.45	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 56.90	<b>38.</b> \$ 25.75	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 82.65		
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>		<b>Amount</b>
060	51057	54000	5701	5100000	NR		\$ 82.65
060							
060							
060							
<b>Less Travel Advance</b>							
060							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b> \$ 82.65
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

**Audit Trail for Travel Voucher (Restricted Use) E132370 for Gardea, Daniela**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/12 10:06:45	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Saved	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/12/12 10:12:03	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/12/17 13:41:52	Gardea, Daniela NR Daniela.Gardea@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/12/19 09:01:06	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132370 for Gardea, Daniela

1 note(s) returned.

Created On	Author	Note
2019/12/12 10:06:45	Rayner, Jena NR Jena.Rayner@gov.bc.ca	09/05 Vic to Van: Harbour Air flight to Van 09/09 Van: Cab to and from Events- staffing PS Ma at Railvolution 10/15 Van: Staffing MSR, cab there and back from VCO, half day PD 10/20 Van to Vic: Ferry back to Victoria- foot passenger

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s.22

Active account

vangarde s.22

Register another credit card

Account summary

Credit limit s.22

Current balance

Available credit

Cash available

Overlimit amount

View eStatements

Statement summary

Payment due s.22

Minimum payment

Past due amount

Last statement

Statement balance

Last payment

My profile

DANIELA s.22 GARDEA

s.22

Statement preferences

Transaction details

Merchant information

BLACK TOP & CHECKER CABS  
VANCOUVER, BC

Country code

CA - Canada

Card number

Transaction date

Sep-09-2019 ✓

Posted On

Sep-10-2019

Transaction type

Purchase

Amount

\$9.00 ✓

Currency

Canadian dollar (CAD)

Return to transactions

Reference number

NR

Merchant category

TAXICABS AND LIMOUSINES

Log out

Manage your account

Statement preferences

View eStatements

s.22

Redeem rewards points

Points balance: s.22

Updates

Welcome to Manage my Visa

s.22

Active account

vanguard

s.22

Register another credit card

Account summary

Credit limit

Current balance

Available credit

Cash available

Overlimit amount

View eStatements

s.22

Statement summary

Payment due

Minimum payment

Past due amount

Last statement

Statement balance

Last payment

s.22

My profile

DANIELA

GARDEA

s.22

Statement preferences

Transactions

Account services

Profile

Transaction details

Log out

Merchant Information

BLACK TOP & CHECKER CABS

VANCOUVER, BC

✓

Reference number

NR

Country code

CA - Canada

Merchant category

TAXICABS AND LIMOUSINES

Card number

NR

✓

Transaction date

Sep-09-2019

Posted On

Sep-10-2019

Transaction type

Purchase

✓

Amount

\$10.00

✓

Currency

Canadian dollar (CAD)

Return to transactions

Manage your account

Statement preferences

View eStatements

s.22

Redeem rewards points

Points balance: s.22

Updates

Welcome to Manage my Visa



Tsawwassen  
To  
Swartz Bay  
**BC Ferries**

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

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/10/20** ✓

1 Adult 17.20

Fuel Surcharge 0.25

Total 17.45

Visa

\*\*\*\*\*NR 17.45 ✓

AUTH 07737F 66251949 0010014350 H

Visa CREDIT

A0000000031010 / 0000000000 /

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

TSA 20 Oct 2019 18:49:24



7007455 146102

SEE REVERSE SIDE OF TICKET

KIOSK00745

MACLURE'S CAB 12  
1275 75TH AVE W  
VANCOUVER BC

CARD \*\*\*\*\*NR

CARD TYPE MASTERCARD

DATE 2019/10/15 ✓

TIME 6375 10:17:47

CLERK ID 1

RECEIPT NUMBER

C85004503-001-724-004-0

PURCHASE

TOTAL

**\$10.45** ✓

MasterCard

A0000000041010

CB5027AA8B5FD5

0000008000-E806

BC0D9BFDDAE37195

**APPROVED**

AUTH# 068939 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**BLACK TOP & CHECKER  
CABS**

777 PACIFIC STREET  
VANCOUVER, BC V6Z 2R7

6046813201

<https://www.btccabs.ca>

Transaction 19103137

Total **CA\$10.00**

CREDIT CARD SALE **CA\$10.00** ✓

MASTERCARD NR

Station: BT215

✓ 15-Oct-2019 3:40:21PM  
CA\$10.00 | Method: EMV  
MasterCard XXXXXXXXXXXXNR

DA: A. GARDEA

Ref # 28800694640

Auth #: 019966

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

AID: 000000041010

AthN Am: MASTERCARD

PIN V. UNIFIED

THANK YOU FOR YOUR BUSINESS

<b>Account</b>	<b>HAS #</b>	<b>NR</b>
	<b>Name</b>	Daniela s.22 Gardea

**Booking** NR**Thursday, September 5, 2019****Flight #224B****18:00 Victoria Harbour / Map****18:35 Vancouver Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex**

**Daniela s.22 Gardea,**  
**Female**

**Add to Calendar**

Invoice #NR

Air Transportation Charges

Sked 200 : (Pk) GO Flex \$201.88

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$10.61

Billing \$212.39

Taxes \$10.61

**Grand Total \$223.00**

Corporate Account \$223.00

Date / Time September 5, 2019 @ 5:38:01 PM

Summary NR

Ticket

**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

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

Select Seating \$10 (space permitting)

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

**Required Travel Documents:**

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

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

25 lbs. Guaranteed

25 lbs. (space available)

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

**Between Richmond (YVR South), Ganges & Maple Bay**  
**35 lbs. Guaranteed**

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

**Between Richmond (YVR South), Victoria & Nanaimo**  
50 lbs . Guaranteed  
\$1/lb. over 50 lbs.

**Scenic & Packaged Tours Cancellation:**  
100% cancellation fee if cancelled within 24hrs of departure

## Booking Information

---

### 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.
- Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are not an Unaccompanied Minor (11 and under).
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
  - Please note that flights may experience delays or cancellations due to inclement weather.
  - Change your mind? No problem! Up to 2 hours after booking, Harbour Air is happy to offer a cancellation grace period on most domestic flights. Please call our Reservations Centre at 1.800.665.0212 should you need to cancel your flight. Please note that this grace period cannot be extended to International flights, promotional fare types or bookings made within 24 hours of flight departure time.
  - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
  - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
  - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
  - Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.
  - Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

### International Flights



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132372

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

<b>Name</b> Gardea, Daniela				<b>Employee ID</b> NR		<b>Phone Number</b> (778) 677-4304																																																																														
<b>Client Organization</b> Municipal Affairs and Housing				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 4																																																																														
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<b>12. Mailing Address for Cheque</b>																																																																																				
<table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th>20. &amp; 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/29</td> <td>Vic to Van (FERRY)</td> <td>1700</td> <td>2100</td> <td>38</td> <td>20.90</td> <td></td> <td>102.45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11/12</td> <td>Vancouver</td> <td>1030</td> <td>1600</td> <td></td> <td>0.00</td> <td></td> <td>22.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11/16</td> <td>Van to Vic (Ferry)</td> <td>1800</td> <td>2100</td> <td>69</td> <td>37.95</td> <td></td> <td>s.22</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$75.80</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Cost		Cost	Describe	2019											10/29	Vic to Van (FERRY)	1700	2100	38	20.90		102.45				11/12	Vancouver	1030	1600		0.00		22.00				11/16	Van to Vic (Ferry)	1800	2100	69	37.95		s.22											\$75.80			
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<b>40.</b> \$ 0.00		<b>41.</b> \$ 0.00		<b>42.</b> \$ 0.00		<b>43.</b> \$ 0.00		<b>44.</b> \$ 0.00		<b>Claim Total</b> s.22																																																																										
<b>48. Client Code</b> 060 060 060 060		<b>49. Resp.</b> 51057		<b>50. Service Line</b> 54000		<b>51. STOB</b> 5701		<b>52. Project</b> 5100000		<b>45. Supplier Code</b> NR																																																																										
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<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>		<b>Date Signed</b>																																																																												

**Audit Trail for Travel Voucher (Restricted Use) E132372 for Gardea, Daniela**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/12 10:30:41	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Saved	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/12/12 10:35:14	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Gardea, Daniela Daniela.Gardea@gov.bc.ca	Notified	Gardea, Daniela Daniela.Gardea@gov.bc.ca
2019/12/17 13:41:30	Gardea, Daniela NR Daniela.Gardea@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/12/19 09:00:57	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132372 for Gardea, Daniela

1 note(s) returned.

Created On	Author	Note
2019/12/12 10:30:41	Rayner, Jena NR Jena.Rayner@gov.bc.ca	10/29 Vic to Van- taxi to ferry, ferry to Van, mileage on personal vehicle from ferry 11/12 Vancouver- staffing MSR at events and meetings, taxi to and from, half day PD. 11/16 Vic to Van- mileage to the ferry, ferry ticket, mileage from the ferry

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s.22

Active account

vangardea s.22

Register another credit card

Account summary

Credit limit s.22

Current balance

Available credit

Cash available

Overlimit amount

View eStatements

Statement summary

Payment due s.22

Minimum payment

Past due amount

Last statement

Statement balance

Last payment

My profile

DANIELA s.22 GARDEA

s.22

Statement preferences

Transactions

Account services

Profile

Log out

Transaction details

Merchant information

WEEKEND TAXI VICTORIA,BC ✓

Country code

CA - Canada

Card number

.....NR

Transaction date

Oct-29-2019 ✓

Posted On

Nov-04-2019

Transaction type

Purchase

Amount

\$85.00

Currency

Canadian dollar (CAD)

Reference number

NR

Merchant category

TAXICABS AND LIMOUSINES

Return to transactions

Taxi to Ferry Vic to Van (ticket lost)

Manage your account

Statement preferences

View eStatements

s.22

Redeem rewards points

Points balance: s.22

Updates

Welcome to Manage my Visa

s.22

Active account

vangardeas.22

Register another credit card

Account summary

Credit limit s.22

Current balance

Available credit

Cash available

Overlimit amount

View eStatements

Statement summary

Payment due s.22

Minimum payment

Past due amount

Last statement

Statement balance

Last payment

My profile

DANIELA s.22 GARDEA

s.22

Statement preferences

TRANSACTIONS

Transaction details

Account services

Profile

Log out

Merchant information

BCF-SWB SELF-SERVE TICKET  
SIDNEY,BC ✓

Reference number

NR

Merchant category

TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIF

Country code

CA - Canada

Card number

NR ✓

Transaction date

Oct-29-2019 ✓

Posted On

Oct-30-2019

Transaction type

Purchase

Amount

\$17.45

Currency

Canadian dollar (CAD)

Return to transactions

Manage your account

Statement preferences

View eStatements

s.22

Redeem rewards points

Points balance: s.22

Updates

Welcome to Manage my Visa

Ferry Vic  
to Van



Tsawwassen  
To  
Swartz Bay



Victoria BC Canada V8W 0B7

**LANE 36**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/16**

20'	Oversize Vehic	57.50	
s.22	Adult	s.22	17.20
	Fuel Surcharg	1.35	
<b>Total</b>		<b>s.22</b>	
Master Card			
*****NR			
AUTH 007168 66277653 0010014750 S			
01 APPROVED - THANK YOU 027			
<b>CHANGE DUE</b>		<b>0.00</b>	

93.25-17.20-.25=\$75.80

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 16 Nov 2019 18:47:20



1007057 214120

SEE REVERSE SIDE OF TICKET

**BLACK TOP & CHECKER  
CABS**

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

Transaction 31801352

**Total** **CA\$12.00**  
CREDIT CARD SALE **CA\$12.00**  
MASTERCARD NR  
Station: BT193

12-Nov-2019 10:42:31AM  
CA\$12.00 | Method: EMV  
MasterCard XXXXXXXXXXXXNR  
DANIELA. GARDEA  
Ref #: 931600551771  
Auth #: 027107  
MID: \*\*\*\*\*3884  
AID: A0000000041010  
AthNtwkNm: MASTERCARD  
PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/12  
TIME 13:12:52  
CLERK ID 1  
INVOICE # 6477  
RECEIPT NUMBER  
C85013940-001-516-005-0  
PURCHASE  
TOTAL

**\$10.00**

MasterCard  
A0000000041010  
AE674AD6A0042799  
0000008000-E800  
A5DDBA588A571311

**APPROVED**

AUTH# 041662  
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



## Control No.

E131940

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Henry, Molly	NR	(250) 387-3751
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Finance MUNICIPAL AFFAIRS & HOUSING	Ministerial Assistant	3

5. Date Completed 2019/10/08		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Okanagan Tour w/ MSR					Headquarters Victoria			
12. Mailing Address for Cheque Room 310 Parliament Buildings Victoria, BC V8W 9E2										
16. Travel Dates 2019 10/03 10/04	17. Places Travelled  Destination      Start      End Van-Pent- Osoy (AC)      1000      2359 Osoy-Castle-Van (AC)      0900      1630  *PCARD			18. Personal Vehicle Use Km      Cost 0.00 0.00	19. Other Transport Costs 438.22	20. & 21. Meals Claim      Cost F-B      41.00 F-BD      22.75		22. Lodging Costs 151.74	20. & 21. Miscellaneous Cost      Describe 0.00	
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 438.22		38. \$ 63.75	39. \$ 151.74	40. \$ 0.00	Claim Total \$ 653.71
48. 060 Client Code 022 022 022 022	49. Resp. 32001 51057	50. Service Line 34000 54000	51. STOB 5713 5702	52. Project 2729822 5100000	45. Supplier Code NR			Amount \$ 653.71		
Less Travel Advance 022										
				AMOUNT DUE TO EMPLOYEE					54. \$ 653.71	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name			Date Signed			
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) E131940 for Henry, Molly**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/08 11:42:06	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2019/10/08 11:42:33	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2019/10/08 11:50:02	Henry, Molly NR Molly.Henry@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/10/08 14:17:22	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E131940 for Henry, Molly

1 note(s) returned.

Created On	Author	Note
2019/10/08 11:42:06	Rayner, Jena NR Jena.Rayner@gov.bc.ca	10/03 Van-Pent-Osoy: Air Canada flight, Car rental (paid for on the last day) events in Pent followed by Osoyoos, overnight at hotel, F.Day PD minus B. 10/04 Osoy-Castlegar-Van: Tour/Events, budget rental fee, Air Canada flight to Van, L&I PD

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NR

CSA APPROVED HOTEL AND RATE

Guest Name: Molly Henry ✓  
 ., BC . CN

Provincial Government

Room #: NR  
 Folio #:   
 Group #: 3204  
 Guests: 1 ✓  
 Clerk: NR

Arrive: 10/03/19

Time: 05:38 PM

Depart: 10/04/19

Time: 08:05 AM

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
10/03/2019	ROOM CHARGE	NR		\$129.00	
10/03/2019	GST ROOM		GST ROOM	\$6.45	
10/03/2019	HOTEL TAX		HOTEL TAX	\$14.19	
10/03/2019	ECO		ECO BASE	\$2.00	
10/03/2019	ECO GST		ECO GST	\$0.10	
10/04/2019	PAY VISA		***** ✓		✓ -\$151.74
				Folio Balance:	\$0.00

Signature: \_\_\_\_\_

NR

NR

NR

Merchant ID: 000000005438871  
Term ID: 09449940  
25434170015

# PreAuth Complete

VISA CREDIT

XXXXXXXXXXXXNR

AID: A0000000031010

Entry Method: Chip

Batch#: 000997

10/04/19

08:05:13

Ref#:000050345385

Inv #: 030910 Appr Code: 00275F

Total: \$ 151.74

Customer Copy

BUDGET

RENTAL AGREEMENT NUMBER NR

A162000

YOUR INFORMATION

Customer Name: HENRY , MOLLY  
Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
Method of Payment: VISA NR

YOUR RENTAL

Pickup Date/Time: OCT 03,2019@12:21PM  
Pickup Location: 9-3000 AIRPORT ROAD  
PENTICTON AIRPORT  
PENTICTON,BC,V2A 8X1,CA

YOUR VEHICLE CHARGES

MIN 1 DAY		MID PRICE PER DAY	
RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES	
KMs:	Hourly: 100	2 Ad'l Day @ 51.76 =	103.52
HRLY: 38.83	Daily: 200	Time and Kilometres:	103.52 ✓
DAILY: ✓ 51.76	Weekly: 1400		
AD DY: 0.00			
WKLY: 307.96			
MNTLY: .00			
TAXABLE FEES			
One Way Fee		+	154.00 ✓
Optional Services Total Taxable:		+	11.90
Subtotal Charges:			269.42
PST 7.000%		+	18.86
NON TAXABLE ITEMS			
Fuel Service		+	57.08
GST TAX 5.00 %		+	19.82
PASSENGER VEHICLE RENTAL TAX		+	3.16
Optional Services Total Non Taxable:		+	69.88
Your Total Charges Paid:			438.22
Prepayment		+	0.00

NET CHARGES: CAD 438.22  
Your Total Due: 0.00  
Fuel service: .1679 /MI 1.999 /Gal

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 35522034  
Plate Number: NR  
Total Driven: 340 KM  
Odometer In: 31239 KM  
Veh Grp Charged: Intermediate  
Veh Grp Rented: Intermediate  
Veh Description: GRY MAZDA3 SEDAN  
Fuel Reading: Out 8/8| In /8

Return Date/Time: OCT 04,2019@5:11PM  
Return Location: 132 HALL RD  
WEST KOOTENAY REGIONAL AIRPORT  
CASTLEGAR,BC,VIN 4M5,CA

YOUR OPTIONAL PRODUCTS/SERVICES

Loss Damage Waiver:	28.99 /Per Day	Accepted
PAE	5.95 /Per Day	Accepted
1 RSN 5.95/DY 41.65/WK MX 184.45		
Optional Services Total Taxable:	11.90	
Optional Services Total Non Taxable:	69.88	
this should not be excepted		
28.99*2		

154.00 + 103.52 + 11.90=269.42

Should not have  
excepted

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----

Thank you for renting with Budget.  
If you have questions regarding this rental, call us at 250-493-0212.  
Your vehicle was rented to you by 02590 . Your vehicle was checked in by 02647 .

**From:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)  
**To:** [Rayner, Jena MAH:EX](#)  
**Subject:** RE: Scan Travel Voucher, E131940- M.Henry  
**Date:** October 15, 2019 7:40:00 AM

---

Hi Jena,

Can you make sure you inform all staff that when they rent a car to make sure they say they are bc government employees and that they cannot except additional packages. In the future, If it becomes an ongoing issue and they are not informing the rental company they will have to be paid what the CSA site allows they will be responsible for any additional charges excepted.

Thank you,  
Pat

---

**From:** Rayner, Jena MAH:EX  
**Sent:** October 11, 2019 3:38 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** RE: Scan Travel Voucher, E131940- M.Henry

Hi Pat,

I spoke with the Budget car rental and they said that would not refund the cost and unfortunately as Molly did not decline the optional services she was charged. If we could get Gord to follow up, it would be appreciated.

Thank you

## **Jena Rayner**

Administrative Assistant to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Office: 250-387-2283

---

**From:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Sent:** October 9, 2019 1:19 PM  
**To:** Rayner, Jena MAH:EX <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)>  
**Subject:** RE: Scan Travel Voucher, E131940- M.Henry

Hi Jena,

I am looking at the car rental agreement and noticed the company charged for optional products. They are not supposed to offer these to government employee, and employees are not to except



these products. The company has a contract with Budget in Penticton. I noticed the receipt does say BC Government employee so they were aware. Can you contact the car company first to see if they would remove the additional costs automatically. If not you will have to contact Gord below. I will hold onto the claim until I hear back whether they are going to refund the amount.

- If your Minister's Office staff ever have issues with fees included on their car rental that shouldn't be... Gord Rogers from the Procurement Services Branch can use his connections to help rectify it. He does request that we ensure the Minister's Office has attempted to resolve directly with the local rental agency first. If the traveller doesn't advise they are a Provincial Government traveller and don't supply the corporate ID#, Gord can't help us.

Thank you, Pat

---

**From:** Rayner, Jena MAH:EX  
**Sent:** October 8, 2019 11:59 AM  
**To:** Laird, Patricia FIN:EX  
**Subject:** FW: Scan Travel Voucher, E131940- M.Henry

Good Morning Pat,

Hope all is well on your end. Attached is a Travel Expense for M.Henry for a recent tour trip with MSR, E131940.

I did notice I accidentally put the budget car rental under other Transport costs and not under the Miscellaneous category where it belongs and Molly already initiated to Christine for approval. Please let me know if that is an issue and I will try and fix it or re-do the form.

Thank you!

**Jena Rayner**

Administrative Assistant to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Office: 250-387-2283

## FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX

---

**From:** Rayner, Jena MAH:EX  
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**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
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**Jena Rayner**

Administrative Assistant to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Office: 250-387-2283

---

**From:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Sent:** October 9, 2019 1:19 PM  
**To:** Rayner, Jena MAH:EX <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)>  
**Subject:** RE: Scan Travel Voucher, E131940- M.Henry

Hi Jena,

I am looking at the car rental agreement and noticed the company charged for optional products. They are not supposed to offer these to government employee, and employees are not to except these products. The company has a contract with Budget in Penticton. I noticed the receipt does say BC Government employee so they were aware. Can you contact the car company first to see if they would remove the additional costs automatically. If not you will have to contact Gord below. I will hold onto the claim until I hear back whether they are going to refund the amount.

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---

**From:** Rayner, Jena MAH:EX  
**Sent:** October 8, 2019 11:59 AM  
**To:** Laird, Patricia FIN:EX  
**Subject:** FW: Scan Travel Voucher, E131940- M.Henry

Good Morning Pat,

Hope all is well on your end. Attached is a Travel Expense for M.Henry for a recent tour trip with MSR, E131940. I did notice I accidentally put the budget car rental under other Transport costs and not under the Miscellaneous category where it belongs and Molly already initiated to Christine for approval. Please let me know if that is an issue and I will try and fix it or re-do the form.

Thank you!

**Jena Rayner**

Administrative Assistant to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Office: 250-387-2283

## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

**Booking reference:** NR

**Name:** Mrs Selina Robinson  
**E-mail:** JENA.RAYNER@GOV.BC.CA  
**Payment:** CCCAXXXXXXXXXXXXXX<sup>NR</sup>  
 CC CAXXXXXXXXXXXXXX

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262

**Air Canada Flight Information**  
 1-888-422-7533  
[International Reservations](#)

Alert me of flight changes  
[Flight notification](#)

### Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8352	Vancouver (YVR)	Penticton (YYF)	DH4	Economy Standard (Q)	Confirmed
<i>Operated by:</i>	Thu 03-Oct 2019	Thu 03-Oct 2019			
<i>Air Canada Express-Jazz</i>	11:15 - TERMINAL M -MAIN	12:10			
Seat number(s) requested: NR					

### Passenger Information

**Passenger:** 1 Mrs Selina Robinson  
**Ticket number:** NR

**Passenger:** 2 Miss Molly Henry

**Ticket number:** NR

## Purchase Summary

### Passenger: 1 Ticket number NR

<b>Date of issue</b>	24-Sept 2019
<b>Fare Amount in Canadian dollars:</b>	295.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.75
<b>Total Fare in Canadian dollars:</b>	120.75A
<b>Options</b>	
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55
Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00

Ticket particularities:  
CAD283.00 NONREF-BG:AC

### Passenger: 2 Ticket number NR

<b>Date of issue</b>	24-Sept 2019
<b>Fare Amount in Canadian dollars:</b>	295.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.75
<b>Total Fare in Canadian dollars:</b>	120.75A
<b>Options</b>	
Seat Fee(s) in Canadian dollars	11.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.55
Change fee in Canadian dollars	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	5.00

**\*Fare calculation:**  
03OCT19YVR AC YYF Q12.00R283.00CAD295.00 END ROE1.00 PD7.12CA  
9.61XG5.00SQ

**Canadian tax registration numbers:**  
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)  
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)  
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)



## Control No.

E131977

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Henry, Molly	NR	(250) 387-3751
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Finance — MUNICIPAL AFFAIRS & HOUSING	Ministerial Assistant	3

<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> UBCM	<b>Headquarters</b> Victoria
--------------------------------------	--------------------------------------	---------------------------------

<b>16.</b>	<b>17.</b>			<b>18.</b>	<b>19.</b>	<b>20. &amp; 21.</b>		<b>22.</b>	<b>20. &amp; 21.</b>		
<b>Travel Dates</b>	<b>Places Travelled</b>			<b>Personal Vehicle Use</b>		<b>Other Transport Costs</b>	<b>Meals</b>		<b>Lodging Costs</b>	<b>Miscellaneous</b>	
2019	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>
09/18	Vic to Van (HA)	1730	1830		0.00			0.00	HOTEL PAID BY AC XREF E		31871 WHITE, CHRISTINE
09/23	Vancouver	0800	2359		0.00		F-	51.50			
09/24	Vancouver	0800	2359		0.00		F-B	41.00			
09/25	Vancouver	0800	2359		0.00		F-L	41.00			
09/26	Vancouver	0800	2359		0.00		F-	51.50			
09/27	Vancouver	0800	1400		0.00		F-D	33.25			
10/06	Van to Vic (HA)	1700	1800		0.00			0.00			
	PCARD									-86.70	xref E131940 Budget

	36.	37.		38.	39.	40.	-\$86.70	<b>Claim Total</b>
TOTALS OF COLUMNS	\$ 0.00	\$ 0.00		\$ 218.25	\$ 0.00	----- \$ .22		\$ .22

48.	Client Code 022 060 <del>022</del> 022 022	49.	Resp. <del>32001</del> 51057	50.	Service Line <del>34000</del> 54000	51.	STOB <del>5713</del> 5701	52.	Project <del>2729822</del> 5100000	45.	Supplier Code NR	Amount s.22 \$ 131.55
-----	--	-----	------------------------------------	-----	---	-----	---------------------------------	-----	--	-----	---------------------	-----------------------------

[illegible]

AMOUNT DUE TO EMPLOYEE

54. \$ 131.55  
s. 22

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed

**Audit Trail for Travel Voucher (Restricted Use) E131977 for Henry, Molly**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/11 15:29:25	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2019/10/11 15:29:45	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2019/10/11 15:56:32	Henry, Molly NR Molly.Henry@gov.bc.ca		Initiated	White, Christine Christine.White@gov.bc.ca
2019/10/11 15:56:54	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E131977 for Henry, Molly

1 note(s) returned.

Created On	Author	Note
2019/10/11 15:29:25	Rayner, Jena NR Jena.Rayner@gov.bc.ca	09/18 Vic to Van: Helijet over, worked in Van and staffed MSR before UBCM ** Hotel for the week of UBCM was paid on AC's TC. 09/23 Van: Full day PD 09/24 Van: Full day minus breakfast PD 09/25 Van: Full day minus Lunch PD 09/26 Van: Full day PD 09/27 Van: Full day minus dinner PD ** worked and staffed Minister in Vancouver E131940- M.Henry. 10/06 Van-Vic: back for session.

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BUDGET

xref E131940 HENRY, MOLLY  
REIMBURSED FOR OPTIONAL PRODUCTS THAT SHOULD NOT  
HAVE BEEN CHARGED TO HER. AS PER THE CSA AGREEMENT

RENTAL AGREEMENT NUMBER NR

YOUR INFORMATION

Customer Name: HENRY , MOLLY  
Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
Method of Payment: VISA NR

YOUR RENTAL

Pickup Date/Time: OCT 03,2019@12:21PM  
Pickup Location: 9-3000 AIRPORT ROAD  
PENTICTON AIRPORT  
PENTICTON,BC,V2A 8X1,CA

YOUR VEHICLE CHARGES

MIN 1 DAY			
RATE CHART	FREE	TIME AND KILOMETRES	
	KILOMETERS		
KMs:	Hourly: 100	2 Ad'l Day @ 51.76 =	103.52
HRLY: 38.83	Daily: 200	Time and Kilometres:	103.52
DAILY: 51.76	Weekly: 1400		
AD DY: 0.00			
WKLY: 307.96			
MNTLY: .00			
TAXABLE FEES			
One Way Fee		+	154.00
Subtotal Charges:			257.52
PST 7.000%		+	18.03
NON TAXABLE ITEMS			
Fuel Service		+	57.08
GST TAX 5.00 %		+	15.73
PASSENGER VEHICLE RENTAL TAX		+	3.16
Your Total Charges Paid:			351.52
Prepayment		+	0.00

NET CHARGES: CAD 351.52  
Your Total Due: 0.00  
Fuel service: .1679 /MI 1.999 /Gal

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 35522034  
Plate Number: NR  
Total Driven: 340 KM  
Odometer In: 31239 KM  
Veh Grp Charged: Intermediate  
Veh Grp Rented: Intermediate  
Veh Description: GRY MAZDA3 SEDAN  
Fuel Reading: Out 8/8| In/8

Return Date/Time: OCT 04,2019@5:11PM  
Return Location: 132 HALL RD  
WEST KOOTENAY REGIONAL AIRPORT  
CASTLEGAR,BC,V1N 4M5,CA

YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:  
Optional Services Total Non Taxable:

438.22-351.52=86.70 difference  
Removed 86.70 from this claim overpayment on  
E131940

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----  
Thank you for renting with Budget.  
If you have questions regarding this rental, call us at 250-493-0212.  
Your vehicle was rented to you by 02590 . Your vehicle was checked in by 02647 .

BUDGET

RENTAL AGREEMENT NUMBER NR

A162000

YOUR INFORMATION

Customer Name: HENRY , MOLLY  
Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
Method of Payment: VISA NR

YOUR RENTAL

Pickup Date/Time: OCT 03,2019@12:21PM  
Pickup Location: 9-3000 AIRPORT ROAD  
PENTICTON AIRPORT  
PENTICTON,BC,V2A 8X1,CA

YOUR VEHICLE CHARGES

MIN 1 DAY		MID PRICE PER DAY	
RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES	
KMs:	Hourly: 100	2 Ad'l Day @ 51.76 =	103.52
HRLY: 38.83	Daily: 200	Time and Kilometres:	103.52 ✓
DAILY: ✓ 51.76	Weekly: 1400		
AD DY: 0.00			
WKLY: 307.96			
MNTLY: .00			
TAXABLE FEES			
One Way Fee		+	154.00 ✓
Optional Services Total Taxable:		+	11.90
Subtotal Charges:			269.42
PST 7.000%		+	18.86
NON TAXABLE ITEMS			
Fuel Service		+	57.08
GST TAX 5.00 %		+	19.82
PASSENGER VEHICLE RENTAL TAX		+	3.16
Optional Services Total Non Taxable:		+	69.88
Your Total Charges Paid:			438.22
Prepayment		+	0.00

NET CHARGES: CAD 438.22  
Your Total Due: 0.00  
Fuel service: .1679 /MI 1.999 /Gal

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 35522034  
Plate Number: NR  
Total Driven: 340 KM  
Odometer In: 31239 KM  
Veh Grp Charged: Intermediate  
Veh Grp Rented: Intermediate  
Veh Description: GRY MAZDA3 SEDAN  
Fuel Reading: Out 8/8| In /8

Return Date/Time: OCT 04,2019@5:11PM  
Return Location: 132 HALL RD  
WEST KOOTENAY REGIONAL AIRPORT  
CASTLEGAR,BC,VIN 4M5,CA

YOUR OPTIONAL PRODUCTS/SERVICES

Loss Damage Waiver:	28.99 /Per Day	Accepted
PAE	5.95 /Per Day	Accepted
1 RSN 5.95/DY 41.65/WK MX 184.45		
Optional Services Total Taxable:	11.90	
Optional Services Total Non Taxable:	69.88	
this should not be excepted		
	28.99*2	

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----  
Thank you for renting with Budget.  
If you have questions regarding this rental, call us at 250-493-0212.  
Your vehicle was rented to you by 02590 . Your vehicle was checked in by 02647 .

\*See notes special circumstances nows not to pay for others on their travel card informed by phone.

NR

Room : NR  
 Folio # :  
 Invoice # :  
 Cashier # : 604833  
 Page # : 1 of 2  
 Group Name Union of BC Municipalities Annual Conf

Union of British Columbia Municipalities  
 Ms Molly Henry  
 Unknown

Arrival : 09-22-19  
 Departure : 09-27-19

Date	Description	Additional Information	Charges	Credits
09-22-19	Room Charge		285.00	
09-22-19	Destination Marketing Fee		3.69	
09-22-19	Room PST		31.76	
09-22-19	Room GST		14.43	
09-23-19	Room Charge		285.00	
09-23-19	Destination Marketing Fee		3.69	
09-23-19	Room PST		31.76	
09-23-19	Room GST		14.43	
09-24-19	Room Charge		285.00	
09-24-19	Destination Marketing Fee		3.69	
09-24-19	Room PST		31.76	
09-24-19	Room GST		14.43	
09-25-19	Room Charge		285.00	
09-25-19	Destination Marketing Fee		3.69	
09-25-19	Room PST		31.76	
09-25-19	Room GST		14.43	
09-26-19	Room Charge		285.00	
09-26-19	Destination Marketing Fee		3.69	
09-26-19	Room PST		31.76	
09-26-19	Room GST		14.43	
09-27-19	Mastercard	✓ XXXXXXXXXXXX <sup>NR</sup> XX/XX		1,674.40

NR

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

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

NR

OPTIONS DE DÉPART SIMPLIFIÉ

Afin de mieux vous servir, NR vous offre des options de départ simplifié.

Départ express

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

Autres options de départ

Communiquez avec le service Royal pour obtenir les options suivantes :

- départ par téléphone;
- vérification de la facture à l'avance
- services par courriel.

EASY DEPARTURE OPTIONS

For your convenience, NR offers you easy departure options.

Express checkout

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

Other departure options

Contact Royal Service for:

- telephone checkout
- advance folio review
- e-mail services

Nom (en caractères d'imprimerie) | Name (please print) Chambre | Room

☐ J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account be processed through my credit card.

Signature | Signature Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous : | Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address

Room : NR  
Folio # :  
Invoice # :  
Cashier # : 604833  
Page # : 2 of 2  
Group Name Union of BC Municipalities Annual Conf

Union of British Columbia Municipalities  
Ms Molly Henry  
Unknown

Arrival : 09-22-19  
Departure : 09-27-19

Date	Description	Additional Information	Charges	Credits
Total			✓ 1,674.40	1,674.40
Balance Due			✓ 0.00	

GST Summary

Room : 72.15  
F&B : 0.00  
Other : 0.00  
Total : 72.15

HST Summary

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

NR

departure  
will also result in the cancellation of any onward and/or return  
reservations  
(additional cancellation fees may apply)

Booking NR

Wednesday, September 18, 2019

Invoice NR

728

17:30 Victoria Harbour (Downtown)

18:05 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Molly Henry, Female

[Add to Calendar](#)

SALE - Seat Sale \$209	\$199.05
+ GST	\$9.95
Billing	\$199.05
Taxes	\$9.95
<b>Grand Total</b>	<b>\$209.00</b>

Fully Changeable / Refundable up to 5pm the day prior to  
departure.  
Does not qualify for combination with Kids Fly Free promotions.

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

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

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

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

GST#:  
R102320165

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

Rayner, Jena MAH:EX

**From:** reservation@harbourair.com  
**Sent:** September 6, 2019 1:58 PM  
**To:** Rayner, Jena MAH: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	Molly Henry

BookingNR	
Sunday, October 6, 2019	Invoice NR
Flight #223/Twin Otter	Air Transportation Charges
17:00 Vancouver Harbour / Map	Sked 200/300 : (St) GO Fast \$123.78
17:35 Victoria Harbour / Map	Taxes, Fees and Charges
35 minutes	Sked 200 : Carbon Offset \$0.65
	All Skeds - Baggage : Checked Baggage Fee \$0.00

<b>KK- Confirmed</b>	Sked 200 : VHFC Terminal Fee	\$9.86
	+ Goods and Services Tax	\$6.71
<b>1 Passenger(s) - GoFast</b> <b>Molly Henry, Female</b>	Billing	\$134.29
	Taxes	\$6.71
<b><u>Add to Calendar</u></b>	<b>Grand Total</b>	<b>\$141.00</b>
<b>GoFast Fare Conditions:</b> Check in 25 minutes prior to departure time Non-refundable, Non-Changeable Select Seating \$10 (space permitting)		
<b>Guaranteed Baggage:</b> 10 lbs All routes		
<b>Standby Baggage:</b> \$1/lb. Standby Baggage		

## 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.
- Please be prepared to show **government issued photo identification**. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage** restrictions based on fare booked. Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is **50 pounds**.
- Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
  - Please note that flights may experience delays or cancellations due to inclement weather.
  - Change your mind? No problem! Up to 2 hours after booking, Harbour Air is happy to offer a cancellation grace period on most domestic flights. Please call our Reservations Centre at 1.800.665.0212 should you need to cancel your flight. Please note that this grace period cannot be extended to International flights, promotional fare types or bookings made within 24 hours of flight departure time.
  - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
  - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
  - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.





## Control No.

E132239

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Henry, Molly	NR	(250) 387-3751
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Finance MUNICIPAL AFFAIRS & HOUSING	Ministerial Assistant	3

5. Date Completed 2019/11/21		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Staffing MSR at events/meetings for the week					Headquarters Victoria					
12. Mailing Address for Cheque Room 310 Parliament Buildings Victoria, BC V8W 9E2												
16. Travel Dates 2019 10/11 10/20	17. Places Travelled  Destination      Start      End Vic to Van (HJ)      1700      1830 Van to Vic (HJ)      1530      1605			18. Personal Vehicle Use Km      Cost 0.00 0.00		19. Other Transport Costs 9.00		20. & 21. Meals Claim      Cost 0.00 0.00		22. Lodging Costs	20. & 21. Miscellaneous Cost      Describe	
	PCARD											
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 9.00		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 9.00		
48. Client Code 022 022 060 022 022		49. Resp. 32001 51057	50. Service Line 34000 54000		51. STOB 5713 5701	52. Project 2729822 5100000		45. Supplier Code NR		Amount \$ 9.00		
Less Travel Advance 022												
						AMOUNT DUE TO EMPLOYEE				54. \$ 9.00		
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) E132239 for Henry, Molly**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/21 12:00:43	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2019/11/21 12:01:11	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2019/11/21 12:02:54	Henry, Molly NR Molly.Henry@gov.bc.ca		Approved	White, Christine Christine.White@gov.bc.ca
2019/11/21 14:11:12	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132239 for Henry, Molly**

1 note(s) returned.

Created On	Author	Note
2019/11/21 12:00:43	Rayner, Jena NR Jena.Rayner@gov.bc.ca	10/11: Vic to Van- cab to Helijet flight, staffed Minister for events throughout break week 10/20: Van to Vic- Helijet back to Victoria for session

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# Bluebird Cabs Ltd.

250-382-2222

DISPATCH

1-800-665-7055

SERVING  
GREATER VICTORIA  
SINCE 1946

250-382-3611

ACCOUNTS

Date Oct 10, 19 Amount \$ 9.-

From \_\_\_\_\_ To \_\_\_\_\_

Driver 299 Car # 16

Fare includes G.S.T. G.S.T. #



Download our App to book and track your cab on your phone!

## Rayner, Jena MAH:EX

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 7, 2019 1:15 PM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	Customer #	NR
	Name	Molly Henry
	Company	Min Of Municipal Affairs & Housing

### Booking NR

**Thursday, October 10, 2019**

**728**

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

**18:05 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Molly Henry, Female**

[Add to Calendar](#)

Invoice NR

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

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

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

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

Booking NR

Sunday, October 20, 2019

787

15:30 Vancouver Harbour (Downtown)

16:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Molly Henry, Female

[Add to Calendar](#)

Invoice NR

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

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

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

Booking NR

Sunday, October 20, 2019

789

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown)

35 minutes

Invoice NR

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132238

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

<b>Name</b> Henry, Molly		<b>Employee ID</b> NR		<b>Phone Number</b> --(250)-387-3751-	
<b>Client Organization</b> Finance MUNICIPAL AFFAIRS & HOUSING		<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/11/21		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Staffing at FNLG and Van Meetings/Events			<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b> Room 310 Parliament Buildings Victoria, BC V8W 9E2					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2019					
11/01	Vic to Van (HJ)	1200	1300		0.00
11/04	Van- FNLG	1700	2359		0.00
11/05	Van- FNLG	0800	2359		0.00
11/06	Van-FNLG	0800	1700		0.00
11/12	Van	1330	1700		0.00
11/17	Van to Vic (HJ)	1500	1630		0.00
PCARD					
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 15.95
				<b>38.</b> \$ 79.25	<b>39.</b> \$ 444.14
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 539.34
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
022	32001	34000	5713	2729822	NR
022 060	51057	54000	5701	5100000	
022					
022					
<b>Less Travel Advance</b>					
022					
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 539.34
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>	<b>Date Signed</b>

**Audit Trail for Travel Voucher (Restricted Use) E132238 for Henry, Molly**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/21 11:48:59	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2019/11/21 11:53:32	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2019/11/21 12:00:01	Henry, Molly NR Molly.Henry@gov.bc.ca		Approved	White, Christine Christine.White@gov.bc.ca
2019/11/21 14:10:30	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132238 for Henry, Molly

1 note(s) returned.

Created On	Author	Note
2019/11/21 11:48:59	Rayner, Jena NR Jena.Rayner@gov.bc.ca	11/01: Vic to Van- Cab to Helijet, Helijet to Vancouver for FNLG 11/04: Van: Staffing at first day of FNLG, Hotel stay, Dinner PD. 11/05: Van: Staffing at FNLG, Hotel stay, Dinner & Incidentals PD. 11/06: Van- Staffing last day of FNLG, Dinner & Incidentals PD. 11/12: Van- Staffing at events, cab to meeting 11/17: Van to Vic- Helijet back to Victoria

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

# Bluebird Cabs Ltd.

**250-382-2222** **1-800-665-7055** **250-382-3611**  
DISPATCH SERVING GREATER VICTORIA SINCE 1946 ACCOUNTS

Date ☒ 01/11/19 Amount \$ ☒ 9  
From 613 Nanaimo To Helyett  
Driver 40 Car # 40

Fare includes G.S.T. G.S.T. #

Download our App to book and track your cab on your phone!



NR

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

CSA APPROVED HOTEL AND RATES

Ms Molly Henry ✓  
 Vancouver BC  
 Canada

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

Date	Description	Additional Information	Charges	Credits
11-04-19	Room Charge		✓ 189.00	
11-04-19	Destination Marketing Fee		2.44	
11-04-19	Room PST		21.06	
11-04-19	Room GST		9.57	
11-05-19	Room Charge		✓ 189.00	
11-05-19	Destination Marketing Fee		2.44	
11-05-19	Room PST		21.06	
11-05-19	Room GST		9.57	
11-06-19	Visa	XXXXXXXXXXXX NR ✓ XX/XX		444.14
Total			444.14	✓ 444.14
Balance Due			0.00	✓

GST Summary

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

HST Summary

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

NR

NR

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

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

NR

\*DUPLICATE\*

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

\*DUPLICATE\*

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2019/11/12 ✓  
TIME 1448 13:59:38  
CLERK ID 1  
INVOICE # 14397  
RECEIPT NUMBER  
H85030247-001-095-007-0  
-----

PURCHASE  
AMOUNT \$6.95 ✓  
s.22

-----  
Visa Credit  
A0000000031010  
E33E6C5A085F3FF6  
0000000000-

APPROVED

AUTH# 08172F 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*DUPLICATE\*

**Rayner, Jena MAH:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 25, 2019 10:08 AM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	Customer #	NR
	Name	Molly Henry
	Company	Min Of Municipal Affairs & Housing

### Booking NR

**Friday, November 1, 2019**

**716**

**12:25 Victoria Harbour (Downtown)**

**13:00 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Sale**

**Molly Henry, Female**

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

**InvoiceNR**

SALE - Seat Sale \$209 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

**Grand Total \$209.00**

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

Does not qualify for combination with Kids Fly Free promotions.

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

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

Booking NR

Sunday, November 17, 2019

787

15:30 Vancouver Harbour (Downtown)

16:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Molly Henry, Female

[Add to Calendar](#)

Invoice NR

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

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

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

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GST#:  
R102320165



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132040

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

<b>Name</b> Ashbourne, Craig				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 213-3187																																																																																																																																																																
<b>Client Organization</b> Municipal Affairs and Housing				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3																																																																																																																																																																
<b>5. Date Completed</b> 2019/10/23			<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																																																																																																																																
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> VCO meetings/staffing Minister					<b>Headquarters</b> Victoria																																																																																																																																																																
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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 Oct 29-19

**Audit Trail for Travel Voucher (Restricted Use) E132040 for Ashbourne, Craig**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/23 09:45:15	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Saved	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2019/10/23 09:45:31	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca	Notified	Ashbourne, Craig Craig.Ashbourne@gov.bc.ca
2019/10/25 14:31:37	Ashbourne, Craig NR Craig.Ashbourne@gov.bc.ca		Initiated	Robinson, Selina Selina.Robinson@gov.bc.ca
2019/10/28 10:54:43	Robinson, Selina NR Selina.Robinson@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132040 for Ashbourne, Craig

1 note(s) returned.

Created On	Author	Note
2019/10/23 09:45:15	Rayner, Jena NR Jena.Rayner@gov.bc.ca	10/02: Vic-Van-Vic: cab to Helijet, staffed Minister at VCO for meetings, Helijet back to Vic and cab. Full day PD

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YELLOW CAB  
817 FISSARD STREET VICTORIA  
VICTORIA BC  
21852400  
GH218524000Q

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

✓ 10-02-2019 17:21:36  
Acct # \*\*\*\*\* NR RF  
Exp Date \*\*/\*\* Card Type VI  
Name:  
A0000000031010 Visa Credit

Operator: 342  
Trace # 7514  
Inv. # 8068  
Auth # 000931

Purchase \$12.60 ✓  
s.22

(001) APPROVED-THANK YOU

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records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

BLUEBIRD CABS #48  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\* NR  
CARD TYPE VISA ✓  
DATE 2019/10/02 ✓  
TIME 0817 07:18:11  
RECEIPT NUMBER ✓  
C85038392-001-298-003-0  
-----  
PURCHASE  
AMOUNT \$11.40 ✓

s.22

-----  
Visa Credit  
A0000000031010  
CDCFB319E519EBFF  
0080008000-E800  
B6EBBC269524758E  
0080008000-F800

APPROVED

AUT# 00550 01-027

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**Rayner, Jena MAH:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** October 1, 2019 4:00 PM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

<b>Account</b>	Customer #	NR
	Name	Craig Ashbourne

### Booking NR

**Wednesday, October 2, 2019**

**704**

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

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

**35 minutes**

**Confirmed**

**1 Passengers - Off-Peak**

**Craig Ashbourne, Male**

[Add to Calendar](#)

Invoice NR NR

FARE-YWH-FULL\_Summer2019 \$228.57

+ GST \$11.43

Billing \$228.57

Taxes \$11.43

**Grand Total \$240.00**

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)

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GST#:  
R102320165

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

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

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

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

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

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

Aircraft Type:  
Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

departure  
will also result in the cancellation of any onward and/or return  
reservations  
(additional cancellation fees may apply)

## Booking **NR**

**Wednesday, October 2, 2019**

**704**

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

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

**35 minutes**

**Wait List w/Auto Clear -REG**

**1 Passengers - Off-Peak**

**Craig Ashbourne, Male**

**Add to Calendar**

Invoice **NR**

FARE-YWH-FULL_Summer2019	\$228.57
+ GST	\$11.43
Billing	\$228.57
Taxes	\$11.43
<b>Grand Total</b>	<b>\$240.00</b>

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

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

## Booking **NR**

**Wednesday, October 2, 2019**

**725**

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

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

**35 minutes**

**Confirmed**

Invoice **NR**

FARE-YWH-FULL_Summer2019	\$228.57
+ GST	\$11.43
Billing	\$228.57
Taxes	\$11.43
<b>Grand Total</b>	<b>\$240.00</b>

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

**1 Passengers - Off-Peak**

**Craig Ashbourne, Male**

[Add to Calendar](#)

departure.

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