



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132049

**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> Tombs, Brenda				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 356-7750																																																																								
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3																																																																								
<b>5. Date Completed</b> 2019/10/24			<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> work					<b>Headquarters</b> Vancouver																																																																								
<b>12. Mailing Address for Cheque</b> s.22																																																																																
<table border="1"> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/03</td> <td>Burnaby</td> <td>1340</td> <td>1540</td> <td></td> <td>0.00</td> <td></td> <td>4.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/16</td> <td>Surrey</td> <td>1409</td> <td>2100</td> <td></td> <td>0.00</td> <td></td> <td>17.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/17</td> <td>Richmond/Surrey</td> <td>0730</td> <td>2000</td> <td>75</td> <td>41.25</td> <td></td> <td></td> <td>F-BD</td> <td>22.75</td> <td></td> <td></td> </tr> </table>												16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2019												10/03	Burnaby	1340	1540		0.00		4.00					10/16	Surrey	1409	2100		0.00		17.00					10/17	Richmond/Surrey	0730	2000	75	41.25			F-BD	22.75		
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																						
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10/17	Richmond/Surrey	0730	2000	75	41.25			F-BD	22.75																																																																							
<b>TOTALS OF COLUMNS</b>					36. \$ 41.25		37. \$ 21.00		38. \$ 22.75		39. \$ 0.00																																																																					
					40. \$ 0.00						Claim Total \$ 85.00																																																																					
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount																																																																				
031		46001		48000		5702 5714-6501		4600000		NR		\$ 81.00 s.22 4.00																																																																				
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<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>																																																																		
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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>																																																																		

FIN 10 (EFI-F0012 v2.6.1)

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

Van-Surrey is 33.8 kms one way

Van-Burnaby is 13.4 kms one way

Audited by PL Oct 28-19

**Audit Trail for Travel Voucher (Restricted Use) E132049 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/24 07:14:50	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/10/26 15:46:06	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132049 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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Council of Community Homelessness Table

**RECEIPT**

**Please Note: Effective**  
July 01/2019 Translink  
Parking Tax is increasing  
From 20% to 24%

License Plate Number  
s.22

Expiration Date/Time  
**03:40 PM**  
**OCT 03, 2019**

Purchase Date/Time: 01:40pm Oct 03, 2019  
Total Due: \$4.00  
Total Paid: \$4.00  
Ticket #: 00062929  
S/N #: 520014501910  
Setting: APS Lot 9154  
Mach Name: Meter 2

Rate: \$4.00 - 2 Hours  
Payment Type: Card

#\*\*\*\*NR Visa  
Auth #: 01722F

Your Receipt,  
Thank you!  
[www.advancedparking.com](http://www.advancedparking.com)

Surrey Accessibility Consultation Sessions

**Diamond Parking**

License Plate Number  
s.22

Expiration Date/Time  
**06:00 AM**  
**OCT 17, 2019**

Purchase Date/Time: 02:09pm Oct 16, 2019  
Total Paid: \$17.00  
Ticket #: 00011475  
S/N #: 500012410997  
Setting: 4155  
Mach Name: 4155

Rate: All Day + Evening  
Pmt Type: CC (Swipe)

#\*\*\*\*NR Visa  
Auth #: 08257F





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132092

**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> Tombs, Brenda				<b>Employee ID</b> NR		<b>Phone Number</b> (250) 356-7750				
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2019/10/30		<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> work				<b>Headquarters</b> Vancouver				
<b>12. Mailing Address for Cheque</b> s.22										
<b>16. Travel Dates</b> 2019 10/25	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b> North Vancouver *see notes	<b>Start</b> 0800	<b>End</b> 1300	<b>Km</b> 45	<b>Cost</b> 24.75		<b>Claim</b>	<b>Cost</b> 0.00	<b>Cost</b>	<b>Describe</b>
				<b>36.</b> \$ 24.75	<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 24.75
<b>TOTALS OF COLUMNS</b>										
<b>48. Client Code</b> 031 031 031 031	<b>49. Resp.</b> 46001	<b>50. Service Line</b> 48000		<b>51. STOB</b> <del>5711</del> 5702		<b>52. Project</b> 4600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 24.75
<b>Less Travel Advance</b> 031										
									<b>54.</b> \$ 24.75	
<b>AMOUNT DUE TO EMPLOYEE</b>										
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>		<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>		<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>		<b>Date Signed</b>		

**Audit Trail for Travel Voucher (Restricted Use) E132092 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/10/30 11:39:49	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/10/30 12:47:17	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132092 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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- Homes.22 to Bowinn Ma's constituency office in North Vancouver for a meeting with the Minister: 35km
- Bowinn Ma's constituency office to Minister Simpson's constituency office in East Vancouver: 10kms
- Total kms: 45



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132118

**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> Tombs, Brenda				<b>Employee ID</b> NR		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/11/04		<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> work				<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> s.22							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>
2019							<b>Cost</b>
10/25	North Vancouver	0800	1300		0.00	7.50	0.00
11/02	Richmond/Van	0930	1900	60	33.00	18.40	0.00
11/04	Richmond	0800	1200	81	44.55		0.00
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 77.55	<b>37.</b> \$ 25.90		<b>38.</b> \$ 0.00
							<b>39.</b> \$ 0.00
							<b>40.</b> \$ 0.00
							<b>Claim Total</b> \$ 103.45
<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>	
031	46001	48000	-5711-5702		4600000	NR	
031							
031							
031							
<b>Less Travel Advance</b>							
031							
						<b>54.</b> \$ 103.45	
<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>	

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-0610/25 was 45kms for the day is  
travel status supplemental to  
E132092

Audited by PL Nov 20, 2019

**Audit Trail for Travel Voucher (Restricted Use) E132118 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/04 13:20:55	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/19 17:25:17	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132118 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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Oct 25 –

- \$7.50 parking for mtg at MLA Ma's office in N. Van (forgot this in the last claim)

Nov 2 –

- \$5.00 parking for Board Voice meeting in Richmond
- \$13.40 parking for Vancouver Accessibility Consultation sessions
- Total parking charges: \$18.40
- Surrey to Kwantlen University for meeting with Minister – 23 kms
- Kwantlen to Sandman Vancouver Hotel for meetings with Minister – 15 kms
- Sandman Hotel to Surrey – 22 kms
- Total kms – 60

Nov 4 –

- Surrey to Sheraton Richmond hotel for meeting with Minister – 25kms
- Sheraton to Whiterock for meeting with Minister – 35kms
- Whiterock to Surrey – 21kms
- Total kms – 81

Parking - MLA Ma  
meeting

**RECEIPT**

**Please Note: Effective**

July 01/2019 Translink  
Parking Tax is increasing  
From 21% to 24%

License Plate Number

s.22

Expiration Date/Time

**12:07 PM**  
**OCT 25, 2019**

Purchase Date/Time: 10:07am Oct 25, 2019 ✓  
Total Due: \$7.50 ✓ Rate: \$7.50 For 2 Hours  
Total Paid: \$7.50 Pmt Type: CC (Swipe)  
Ticket #: 00021865  
S/N #: 520014040062  
Setting: 644  
Mach Name: Meter - 1

####NR Visa

Auth #: 04574F

Thank You!  
Please come again

REÇU DE STATIONNEMENT

PARKING RECEIPT

REÇU DE STATIONNEMENT

PARKING RECEIPT

Board Voice  
conference

**RECEIPT**

**Impark Lot 994**

Kwantlen Polytechnic  
University

License Plate Number

s.22

Expiration Date/Time

**11:59 PM**  
**NOV 02, 2019**

Purchase Date/Time: 09:25am Nov 02, 2019 ✓  
Total Due: \$5.00 Rate: \$5.00 Daily  
Total Paid: \$5.00 ✓ Pmt Type: CC (Swipe)  
Ticket #: 00014627  
S/N #: 500012260535  
Setting: 994  
Mach Name: METER - 2

####NR Visa

Auth #: 08156F

www.impark.com  
Thanks You!  
Please Come Again

REÇU DE STATIONNEMENT

PARKING RECEIPT

REÇU DE STATIONNEMENT

PARKING RECEIPT

Vancouver Accessibility  
Consultations

**RECEIPT**

**Thank You**

**For your Patronage**

License Plate Number

s.22

Expiration Date/Time

**05:59 PM**  
**NOV 02, 2019**

Purchase Date/Time: 11:33am Nov 02, 2019 ✓  
Total Due: \$13.40 Rate: \$13.40 Expires 6PM  
Total Paid: \$13.40 ✓ Pmt Type: CC (Swipe)  
Ticket #: 00025897  
S/N #: 500013311202  
Setting: CP21  
Mach Name: CP21 - 4

####NR Visa

Auth #: 03188F

GST# R101476547

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132248

**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> Tombs, Brenda				<b>Employee ID</b> NR		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2019/11/22		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> work				<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> s.22							
<b>16. Travel Dates</b> 2019 11/07	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b> Vancouver	<b>Start</b> 0930	<b>End</b> 1600	<b>Km</b> 68	<b>Cost</b> 0.00 37.40	33.42	<b>Claim</b> F-BD <b>Cost</b> 22.75
							<b>22. Lodging Costs</b>
							<b>20. &amp; 21. Miscellaneous</b>
							<b>Cost</b> <b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> s.22	<b>37.</b> \$ 33.42	<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00
							<b>40.</b> \$ 0.00
							<b>Claim Total</b> s.22
<b>48. Client Code</b> 031 031 031 031	<b>49. Resp.</b> 46001	<b>50. Service Line</b> 48000		<b>51. STOB</b> 5711 5702	<b>52. Project</b> 4600000	<b>45. Supplier Code</b> NR	
							<b>Amount</b> s.22 \$ 93.57
<b>Less Travel Advance</b> 031							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b> s.22 \$ 93.57
<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) E132248 for Tombs, Brenda**

2 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/22 12:01:10	Tombs, Brenda NR Brenda.Tombs@gov.bc.ca		Initiated	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 12:20:44	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**From:** [Brandt, Alissa SDPR:EX](#)  
**To:** [Laird, Patricia FIN:EX](#)  
**Cc:** [Tombs, Brenda SDPR:EX](#)  
**Subject:** RE: E132248 TOMBS, BRENDA NOV 07, 2019.pdf  
**Date:** November 27, 2019 5:28:24 PM

---

Yes! Sorry for the delay in responding.

Alissa

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**From:** Laird, Patricia FIN:EX  
**Sent:** November 22, 2019 13:39  
**To:** Brandt, Alissa SDPR:EX  
**Cc:** Tombs, Brenda SDPR:EX  
**Subject:** E132248 TOMBS, BRENDA NOV 07, 2019.pdf

Hi Alissa,

Brenda and I made some changes to the travel claim. I thought I would send you a copy to see the changes. She actually travelled over the 32 kms for the day so I told her she should add them to the claim. Just wanted to get your approval by e-mail that it is ok.

Thank you,

Pat

Here is her note:

- Home s.22 to the Western Institute for the Deaf and Hard of Hearing (WIDHH) facility – 29kms
- WIDHH to Canada Place/Cabinet offices – 2.5kms
- Canada Place to home s.22 – 36kms
- Total kms – 67.5

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

**Notes for Travel Voucher (Restricted Use) E132248 for Tombs, Brenda**

0 note(s) returned.

Created On	Author	Note

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- Home is.22 to the Western Institute for the Deaf and Hard of Hearing (WIDHH) facility – 29kms
- WIDHH to Canada Place/Cabinet offices – 2.5kms
- Canada Place to home 6 22 – 36kms
- Total kms – 67.5

RECEIPT  
RETAIN AS RECEIPT

# RECEIPT

**Please Note: Effective**

July 01/2019 Translink  
Parking Tax is increasing  
From 21% to 24%

License Plate Number

s.22

Expiration Date/Time

**11:26 AM**  
**NOV 07, 2019**

Purchase Date/Time: 09:26am Nov 07, 2019

Total Parking: \$8.00

Total TAX: \$2.42

Total Due: \$10.42

Rate: \$8.00 - 2 Hours

Total Paid: \$10.42

Payment Type: Card

Ticket #: 00035599

S/N #: 500012120103

Setting: APS Lot 0224

Mach Name: METER 1

\*\*\*\*NR Visa

Auth #: 01077F

[www.advancedparking.com](http://www.advancedparking.com)

RETAIN AS RECEIPT

RETAIN AS RECEIPT

RETAIN AS RECEIPT

RETA

## Canada Place Parkade

999 Canada Place

Vancouver BC, V6C 3C1

Pay Station Number: 2

Entered: 11/07/2019

10:52

Exited: 11/07/2019

16:03

Ticket Number: 75962

Transaction Number: 188539

Rate: A

Parking Fee: \$23.00

Total Fee: \$23.00

Fee Paid: \$23.00

Master

XXXXXXXXXXXXNR

Approval Number: 007008

Thank you for visting

Canada Place

Above amount includes 5% GST

GST# 120996095RT0005



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132244

**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> Brandt, Alissa				<b>Employee ID</b> NR				<b>Phone Number</b> NR					
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Senior 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>14. Reason for Travel</b> Meetings				<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</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
2019	Nelson	0700	2359		0.00			F-D	33.25			42.01	Gas
11/14	Cranbrook	0700	1230		0.00			F-LD	22.75	110.57	964.76	964.76	Budget car rental (Nov 12-15)
11/15	Osoyoos	0700	2359		0.00				0.00		59.80	59.80	Gas
11/14	Victoria	0700	2359		0.00				0.00		50.34	50.34	Taxi
11/15	Courtney	0700	2359		0.00				0.00		33.21	33.21	Gas-E132071
10/19	Victoria	0700	2359		0.00				0.00		80.90	80.90	Gas-E132071
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00		<b>37.</b> \$ 0.00		<b>38.</b> \$ 56.00		<b>39.</b> \$ 110.57		<b>40.</b> \$ 1231.02	
												<b>Claim Total</b> \$ 22	
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>	
031		46001		48000		5226 5702		460000		NR		\$ 1397.59	
031												\$ 22	
031													
031													
<b>Less Travel Advance</b>													
031													
										<b>54.</b> \$ 1397.59			
										<b>AMOUNT DUE TO EMPLOYEE</b>		\$ 22	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<b>Print Name</b>		<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>		<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>		<b>Date Signed</b>			

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Dec 03-19

Con'd from E132241

## Audit Trail for Travel Voucher (Restricted Use) E132244 for Brandt, Alissa

23 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/21 15:49:37	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 15:54:56	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 15:57:02	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:02:24	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/21 16:08:57	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/11/21 16:11:54	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:12:06	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:12:21	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:14:10	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/21 17:00:36	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/11/22 10:29:17	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 10:52:53	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 12:55:08	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 13:00:31	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/22 13:26:40	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 13:30:12	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:26:52	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:38:32	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:41:12	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/26 16:30:33	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 16:44:55	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 16:46:08	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/26 16:47:35	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132244 for Brandt, Alissa**

1 note(s) returned.

Created On	Author	Note
2019/11/21 15:54:56	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Penticton-Cranbrook car rental paid on AC pcard Nov 15 Cranbrook-Victoria Pacific Coastal flights paid on AC pcard

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Car rental was supposed to be added to claim AC missed in error.



E132244

1 of 1

November 15, 2019

NR

Send to Alissa Brandt ✓

s.22

Phone

Guest Name Alissa Brandt

Company Bc Mla

Arrival Date

✓ 19-11-14

Departure Date

19-11-15

Room Information

NR

Bill To Brandt, Alissa

s.22

Phone

Folio Number NR

All Charges

Trans Date  
Charges

Description

Voucher

Amount

19-11-14

Gov Business Rate

NR

95.00

19-11-14

GST

4.89

19-11-14

PST (Accommodations- 8%)

7.83

19-11-14

Destination Marketing Fee

2.85

Total Charges

110.57

Payments

19-11-15

Mastercard

NR

-110.57

Total Payments

-110.57

Balance Due:

0.00

	Destination Marketing	GST	PST (Accommodations	Total
Total Tax	\$2.85	\$4.89	\$7.83	\$15.57

NR

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

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

## BUDGET

## RENTAL AGREEMENT NUMBER NR

## YOUR INFORMATION

Customer Name: BRANDT, ALISSA  
 Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
 Method of Payment: MASTER XXNR

## YOUR RENTAL

Pickup Date/Time: NOV 12, 2019 @ 1:32 PM  
 Pickup Location: 3025 AIRPORT ROAD  
 FULTON FIELD AIRPORT  
 KAMLOOPS, BC, V2B 7W9, CA

## YOUR VEHICLE CHARGES

## MIN 1 DAY

RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES	
KMs:	Hourly: 100	261 KM @ .35 =	91.35 ✓
HRLY: 54.74	Daily: 200	3 Ad'l Day @ 72.98 =	218.94
DAILY: 72.98	Weekly: 1400	Time and Kilometres:	310.29
ADDY: 0.00			
WKLY: 434.20			
MNTLY: .00			
TAXABLE FEES			
One Way Fee		+	500.00 ✓
Subtotal Charges:			810.29
PST 7.000%		+	56.72
NON TAXABLE ITEMS			
Fuel Service		+	50.00
GST TAX 5.00 %		+	43.01
PASSENGER VEHICLE RENTAL TAX		+	4.74
Your Total Charges Paid:			964.76
Prepayment		+	0.00

## NET CHARGES:

Your Total Due: CAD 964.76  
 Fuel service: .2897 /MI 1.999 /Gal 0.00 ✓

## RECEIPT

## YOUR VEHICLE INFORMATION

Budget Car Number: 35531285  
 Plate Number: s.22  
 Total Driven: 861 KM  
 Odometer In: 41111 KM  
 Veh Grp Charged: Standard SUV-5 Pass  
 Veh Grp Rented: Standard SUV-5 Pass  
 Veh Description: SIL TOYOTA 4RUNNER  
 Fuel Reading: Out 8/8 In /8

CSA APPROVED DAILY RATE  
 OF \$72.98

Return Date/Time: NOV 15, 2019 @ 7:30 AM  
 Return Location: 1-9370 APO ACCESS ROAD, RR.#3  
 CRANBROOK AIRPORT TERMINAL  
 CRANBROOK, BC, V1C 7E4, CA

## YOUR OPTIONAL PRODUCTS/SERVICES

0 ADR 10.00/DY 70.00/WK MX 300.00

Optional Services Total Taxable:

Optional Services Total Non Taxable:

CSA RENTAL .55 KMS ONE WAY  
 .35 IS BELOW RATE PER KM

\*to fly for one adult is \$654.00 round trip had to stop in  
 several areas so flying would have not been feasible.

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

Thank you for renting with Budget.

If you have questions regarding this rental, call us at 250-374-7368.

Your vehicle was rented to you by 05439 .

Your vehicle was checked in by 05191 .

SUV RENTAL DUE TO WINTER ROAD CONDITIONS  
 PICK-UP - KAMLOOPS - NOV. 12, 2019  
 DROP-OFF - CRANBROOK NOV. 15, 2019.

E13ZZ44

Husky



Want great rewards? Visit myHuskyRewards.c

Osoyoos Husky  
9101 Main St  
Osoyoos BC  
(250) 495-6689  
GST# 848529756  
Retailer ID 4968947  
Retailer ID 4968947  
Rct:46142 3102-2  
Batch:3934-8

11/14/14 08:45:37

Pump# 2  
Regular \$42.01  
34.184 L @ \$1.229/L  
AMOUNT \$42.01  
GST(Inc Pump) \$2.00

Pre Auth Completion  
CAPITAL ONE  
AID: A0000000041010  
\*\*\*\*\*NR C  
EXP: \*\*/\*\*  
Date: 11/14/2019  
Time: 08:45:37  
AUTHCODE:006222 3102022C  
S365001001002 00 000  
TUR: 0000000000 TSI: E800

Approved

Pay with a Triangle  
credit card, collect  
5¢/L in CT Money.  
triangle.ca/Husky

YELLOW CAB #94  
817 FISGARD ST. V8W1R9  
VICTORIA BC  
23781393  
GN2378139301

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

✓ 11-15-2019 13:06:53  
Acct # \*\*\*\*\*NR RF  
Card Type MC  
A0000000041010 CAPITAL ONE

Operator: 094  
Trace # 49  
Inv. # 8059  
Auth # 09610Z RRN 001015003

Purchase s.22 → \$59.80 ✓ \$ 59.80

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

RENTAL AGREEMENT NUMBER: NR

RECEIPT

## Your Information

Customer Name: ALISSA BRANDT  
Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
Method of Payment: MASTER X NR ✓

## Your Vehicle Information

Vehicle Number: 34685302  
Vehicle Group Rented: Intermediate SUV  
Vehicle Group Charged: Intermediate  
Vehicle Description: BLK FORD ESCAPE  
License Plate Number: ~ 22  
Odometer Out: 12522  
Odometer In: 13037  
Total Driven: 515  
Fuel Reading: Out 8/8 | In 8/8  
Rented SUV for road conditions

## Your Rental

Pickup Date/Time: OCT 17, 2019 @ 1:41 PM ✓  
Pickup Location: 757 DOUGLAS STREET  
VICTORIA, BC, V8W 2B9, CA  
250-953-5218

Return Date/Time: OCT 19, 2019 @ 1:40 PM  
Return Location: 757 DOUGLAS STREET  
VICTORIA, BC, V8W 2B9, CA  
250-953-5218 ✓

Additional fees may apply if changes are made to your return date, time and/or location.

## Your Vehicle Charges (MIN 1 DAY)

Rate Chart:		Free Kilometres: Time and Kilometres:	
Kilometres:	Hourly:	100 Your Discount:	
Hourly:	23.88	Daily:	200 115 KM @ .05 = 5.75
Daily:	31.83	Weekly:	1400 2 Ad'l Day @ 31.83 = 63.66
Ad'l day:	0.00		
Weekly:	189.37		
Monthly:	.00	Time and Kilometres:	69.41

## Your Optional Products/Services

Optional Services Total: 0.00

Rate below CSA site for SUVs  
\$56.60 per day. Rate charged  
is for Mid-Full size vehicle

## Your Taxable Fees

Sub-total-Charges: 69.41  
PST 7.000% 4.86

## Your Non-Taxable Products/Services

GST TAX 5.00 % 3.47  
PASSENGER VEHICLE RENTAL TAX 3.16

Your Total Charges paid: 80.90  
Prepayment 0.00

Net Charges: CAD 80.90  
Your Total Due: 0.00

Thank you for renting with Budget.  
For all other inquiries, please contact us at 1-800-352-7900, or [www.budget.com](http://www.budget.com).

Your vehicle was rented to you by 00087. Your vehicle was checked in by 00087.

\*Courtenay to Victoria is 219 kms one way  
.55 kms x 219 is \$120.45

# WELCOME

Shell Canada  
1635 Cliffe Ave  
V9N 2K6  
Courtenay BC  
(250) 338 - 2271

Bronze  
PUMP No. 08  
LITRES 33.580  
PRICE/L \$1.499  
TOTAL FUEL \$50.34

TOTAL SALE \$50.34  
MASTERCARD \$50.34

FUEL INCLUDES  
GST - Fuel \$2.40  
No. 137400032RT

01 APPROVED THANK  
YOU 001  
APPROVAL No. 136935  
TERMINAL No.  
89801260  
VERIFIED BY PIN

IMPORTANT  
retain this copy for  
your records

XXXXXXXXXXXXNR  
MASTERCARD  
PURCHASE C

INV No. 8012691691  
10/19/2019 11:01  
Mastercard  
AID A0000000041010  
TVR 0000008000  
TSI E800

AIR MILES  
XXXXXXXX8889  
Term: 80126  
Appr: 20037043900081  
9101912356857  
Reference: 200370439

AIR MILES details  
not available.  
Miles for this  
transaction will be  
deposited to your  
Collector account.  
YOUR OPINION COUNTS  
Tel' us about your  
recent visit at  
www.shell.ca/opinion  
and you could win a  
FUEL FOR A YEAR  
\*Receipt Required

THANK YOU  
Questions?  
1-800-661-1600

STORE: C80126  
TRAN: 358379  
10/19/2019 11:03:15

PETRO-CANADA  
2670 DOUGLAS ST.  
VICTORIA  
BC V8T 4M1  
(250) 386-2312

GST 864778444  
PST 10022185  
PC0897126:9120001  
TERMINAL: 019120054  
PAYPOINT: 019120001

2019-10-19 14:13

PUMP 04  
REGULAR  
LITRES L 21.030  
PRICE/L \$ 1.579  
FUEL SALES \$ 33.21\*

TOTAL OWED \$ 33.21

TOTAL PAID  
CREDIT CARD \$ 33.21

\* GST INCL. \$ 1.58

MASTERCARD  
\*\*\*\*\*NR C  
AUTH 040727  
PURCHASE  
C 0010010010 00 027

MASTERCARD  
A0000000041010  
0000008000  
E800

INVOICE 000317

VERIFIED BY PIN

00 APPROVED  
THANK YOU 027

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -

LEARN HOW TO  
SAVE 3 CENTS/L  
EVERY DAY AT  
PETRO-CANADA.CA/RBC

GIVE US YOUR  
FEEDBACK.  
CHANCE TO WIN  
FREE GAS FOR A YEAR!  
PETRO-CANADA.CA/NERO

(BOTH RELATE  
TO TRAVEL  
CLAIMED ON  
E132071)

E132244

**Reservation Confirmation**

Your reservation is now confirmed

**Reservation Number:** NR

\*All charges and payments appear in: CAD

**Passenger**

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
BRANDT, ALISSA	\$439.37	\$21.97	\$461.34	\$461.34	\$0.00

**Flight Itinerary**

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P604	15 Nov 2019	08:35 - CRANBROOK	09:15 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED
1	8P1525	15 Nov 2019	11:45 - VANCOUVER - SOUTH	12:10 - VICTORIA INT ARPT	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.  
Aircraft type and schedule subject to change without notice.

**Purchase Summary**

Leg	Passenger	Description	Amount	GST	Total
1	BRANDT, ALISSA	AIF - YXC	\$4.00	\$0.20	\$4.20
1	BRANDT, ALISSA	ENCORE FARE	\$380.00	\$19.00	\$399.00
1	BRANDT, ALISSA	Security Surcharge	\$7.12	\$0.36	\$7.48
1	BRANDT, ALISSA	Fuel Surcharge	\$22.00	\$1.10	\$23.10
1	BRANDT, ALISSA	Nav Canada Fee	\$16.00	\$0.80	\$16.80
1	BRANDT, ALISSA	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	BRANDT, ALISSA	Carbon Surcharge	\$10.25	\$0.51	\$10.76
<b>Total</b>			<b>\$439.37</b>	<b>\$21.97</b>	<b>\$461.34</b>

**Payment Information**

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
12 November 2019	Kirsten A Detlefsen	\$461.34	MASTERCARD		3166655	069993
12 November 2019	s332n7	\$86.49	Transfer Credit		3166685	
12 November 2019	Kirsten A Detlefsen	(\$86.49)	MASTERCARD		3166655	069993

Tax Registration: 121386296 RT0001

**Online Check-In**

Pacific Coastal customers have the option of checking-in online anytime between 24 hours and up to 1 hour ahead of their scheduled departure time. After completing online check-in, you have the option of printing a boarding pass, or emailing an electronic version to your mobile device, which will be scanned at the boarding



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132241

**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> Brandt, Alissa				<b>Employee ID</b> NR				<b>Phone Number</b> NR																																																																																																																																																																								
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Senior 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> Meetings						<b>Headquarters</b> Victoria																																																																																																																																																																							
<b>12. Mailing Address for Cheque</b>																																																																																																																																																																																
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<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>																																																																																																																																																																							
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<b>AMOUNT DUE TO EMPLOYEE</b>																																																																																																																																																																																
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>			<b>Date Signed</b>																																																																																																																																																																							
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>																																																																																																																																																																							
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>																																																																																																																																																																							

FIN 10 (EFI-F0012 v2.6.1)

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

CONT'D ON E1332244

Audited by PL Nov 27-19

## Audit Trail for Travel Voucher (Restricted Use) E132241 for Brandt, Alissa

21 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/11/21 15:11:16	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 15:12:36	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 15:56:54	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:02:11	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/21 16:11:48	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:12:34	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/21 16:14:27	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/21 16:53:31	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2019/11/22 12:44:34	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 12:55:19	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 13:01:03	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/22 13:27:29	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/22 13:30:19	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 11:46:44	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:26:04	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:38:26	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 12:40:55	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/26 16:42:52	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Recalled	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 16:44:39	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Brandt, Alissa Alissa.Brandt@gov.bc.ca	Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/11/26 16:46:26	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/11/26 16:48:23	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132241 for Brandt, Alissa**

1 note(s) returned.

Created On	Author	Note
2019/11/21 15:11:16	Detlefsen, Kirsten NR Kirsten.Detlefsen@gov.bc.ca	Nov 4 Vic-Van ferry paid on AC pcard Nov 9-10 Van-Terrace-Van Air Canada flights paid on AC pcard Nov 10 Van-Vic Helijet flight paid on AC pcard Nov 12 Vic-Van-Terrace Air Canada flights paid on AC pcard Nov 13-14 driving Terrace-Kamloops-Nelson: rental car paid on AC pcard

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DELTA SUNSHINE TAXI #  
132  
13425 71A AVE ✓  
SURREY BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/04 ✓  
TIME 5394 11:19:01  
CLERK ID 132  
RECEIPT NUMBER  
H85033682-001-060-006-0

PURCHASE  
TOTAL  
**\$76.95** ✓

CAPITAL ONE  
A0000000041010  
ECED84A48325E73A  
0000008000-

**APPROVED**

AUTH# 070612 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/04** ✓

✓ 1 Adult 17.20  
Fuel Surcharge 0.25  
Total 17.45  
Interac FLASH DEFAULT  
\*\*\*\*\*NR 17.45 ✓  
AUTH 103826 66251946 0010015710 H  
Interac  
A00000002771010 / 0000000000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CARDHOLDER COPY

SWB 04 Nov 2019 08:38:26

7005453 379508

SEE REVERSE FOR TICKET

GARDEN CITY CABS #76 ✓  
2633 VIKING WAY UN V6V3B6  
RICHMOND BC  
23008433  
GH2300843301

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

✓ 11-08-2019 16:56:56  
Acct # \*\*\*\*\*NR C  
Card Type MC  
A0000000041010 CAPITAL ONE  
Operator: 1  
Trace # 1732  
Inv. # 136  
Auth # 09691Z RRN 001979002

Purchase **\$7.45** ✓  
s.22

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

YELLOW CAB #10  
105 STONERIDGE CLO V9R6W5  
VICTORIA BC  
23782631  
GH2378263101

\*\*\*\* **PURCHASE** \*\*\*\*  
11-10-2019 10:46:34 RF  
Acct # \*\*\*\*\*RN  
Card Type MC CAPITAL ONE  
A0000000041010

Operator: 010  
Trace # 65  
Inv. # 8057  
Auth # 09037Z RRN 001010004  
Purchase **\$9.00** s.22

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

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

## Laird, Patricia FIN:EX

---

**From:** Detlefsen, Kirsten SDPR:EX  
**Sent:** December 3, 2019 11:28 AM  
**To:** Laird, Patricia FIN:EX  
**Subject:** FW: Pages from E132241\_Brandt in progress (new).pdf

Hi Pat,

Please see Minister's approval below.

I'm working on the other vouchers and will get back to you this aft. I'm also tackling that ugly PCard statement, and willing the gods to be in my favour so I can finally get it off my desk!

---

**From:** Simpson, Shane SDPR:EX <[Shane.Simpson@gov.bc.ca](mailto:Shane.Simpson@gov.bc.ca)>  
**Sent:** December 3, 2019 11:27 AM  
**To:** Detlefsen, Kirsten SDPR:EX <[Kirsten.Detlefsen@gov.bc.ca](mailto:Kirsten.Detlefsen@gov.bc.ca)>  
**Cc:** Brandt, Alissa SDPR:EX <[Alissa.Brandt@gov.bc.ca](mailto:Alissa.Brandt@gov.bc.ca)>  
**Subject:** RE: Pages from E132241\_Brandt in progress (new).pdf

Accept this email as approval of this invoice. Thank you.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** "Detlefsen, Kirsten SDPR:EX" <[Kirsten.Detlefsen@gov.bc.ca](mailto:Kirsten.Detlefsen@gov.bc.ca)>  
**Date:** 2019-12-03 9:59 a.m. (GMT-08:00)  
**To:** "Simpson, Shane SDPR:EX" <[Shane.Simpson@gov.bc.ca](mailto:Shane.Simpson@gov.bc.ca)>  
**Cc:** "Brandt, Alissa SDPR:EX" <[Alissa.Brandt@gov.bc.ca](mailto:Alissa.Brandt@gov.bc.ca)>  
**Subject:** FW: Pages from E132241\_Brandt in progress (new).pdf

Hi Minister,

Finance is asking you to approve the attached hotel invoice for Alissa: \$325.70 (2 nights at<sup>NR</sup> fine.

, after FLNG and Terrace trip). Email approval is

Thank you,  
Kirsten

---

**From:** Laird, Patricia FIN:EX <[Patricia.Laird@gov.bc.ca](mailto:Patricia.Laird@gov.bc.ca)>

**Sent:** December 3, 2019 9:21 AM

**To:** Detlefsen, Kirsten SDPR:EX <[Kirsten.Detlefsen@gov.bc.ca](mailto:Kirsten.Detlefsen@gov.bc.ca)>

**Subject:** Pages from E132241\_Brandt in progress (new).pdf

Hi Kirsten,

Can I get the Minister to sign off on the hotel please. It's is not an approved hotel on the CSA site.

Thank you,

Pat

Alissa Brandt ✓  
xxx  
xxx NE 11111  
United States

Room: NR  
Folio:  
Cashier: 105  
Arrival: ✓ 11-04-19  
Departure: 11-08-19  
Reference:

Date	Description	Additional Information	Charges	Credits
11-04-19	Room Charge		185.00	
11-04-19	Destination Marketing Fee (DMF)		2.39	
11-04-19	Rooms - GST	\$ 217.37 per night with taxes	9.37	
11-04-19	Municipal Room Tax (MRT)		5.62	
11-04-19	Rooms - Provincial Tax - PST		14.99	
11-05-19	Room Charge		185.00	
11-05-19	Destination Marketing Fee (DMF)		2.39	
11-05-19	Rooms - GST		9.37	
11-05-19	Municipal Room Tax (MRT)		5.62	
11-05-19	Rooms - Provincial Tax - PST		14.99	
11-06-19	Room Charge		185.00	
11-06-19	Destination Marketing Fee (DMF)		2.39	
11-06-19	Rooms - GST		9.37	
11-06-19	Municipal Room Tax (MRT)		5.62	
11-06-19	Rooms - Provincial Tax - PST		14.99	
11-07-19	Room Charge		185.00	
11-07-19	Destination Marketing Fee (DMF)		2.39	
11-07-19	Rooms - GST		9.37	
11-07-19	Municipal Room Tax (MRT)		5.62	
11-07-19	Rooms - Provincial Tax - PST		14.99	
11-08-19	Master Card	XXXXXXXXXXXXNR ✓ XX/XX		869.48

GST Summary	
Registration No:NR	
Room	37.48
F&B	0.00
Other	0.00
<b>Total</b>	<b>37.48</b>

PST Summary	
Room	59.96
F&B	0.00
Other	0.00
<b>Total</b>	<b>59.96</b>

<b>Total</b>	869.48 ✓	869.48
<b>Balance Due</b>	✓ 0.00	CDN

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

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

E132241

NR

Brandt, Ms. Alissa

Confirmation Number: NR  
 Room Number:  
 Room Type: DKN  
 No. of Guests: 1  
 Organization: Govt CDA - Provincial  
 BC Government Rate  
 Group:

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	PGH TAX ID
	11/08/2019	11/10/2019	GP9	NR
Date	CODE	DESCRIPTION	COMMENT	AMOUNT (CAD)
11/08/2019	0010	Room Charge		139.00
11/08/2019	0195	Room GST	\$ 162.85 per night	7.02
11/08/2019	0194	Provincial Room Tax		11.23
11/08/2019	0190	Municipal Room Tax		4.21
11/08/2019	0196	Destination Marketing Fee		1.39
11/09/2019	0010	Room Charge		139.00
11/09/2019	0195	Room GST		7.02
11/09/2019	0194	Provincial Room Tax		11.23
11/09/2019	0190	Municipal Room Tax		4.21
11/09/2019	0196	Destination Marketing Fee		1.39
11/10/2019	9105	Master Card *****NR		(325.70)
<b>Sub-Total:</b>				278.00
<b>Total Tax:</b>				47.70
<b>Total Payments:</b>				(325.70)
<b>Total Due:</b>				0.00

SIGNATURE / \_\_\_\_\_

Date / \_\_\_\_\_

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.

CSA APPROVED  
RATE AND HOTEL**Alissa Brandt**

s.22

A/R Number

Group Code

Folio/Invoice No.

NR

Reference #

Room No. NR

Page No. 1 of 1

Arrival ✓ 12-11-19

Cashier No. 10

Departure 13-11-19

User ID KIMONA

Date	Description	Charges	Credits
12-11-19	*Accommodation	123.00	
12-11-19	Occupancy Tax 3%	3.69	
12-11-19	PRT Tax 8%	9.84	
12-11-19	GST Tax 5%	6.15	
13-11-19	MasterCard		142.68

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here -NR

We look f

**Total** ✓ **142.68** **142.68**

**Balance** ✓ **0.00**

GST Tax 5%	PRT Tax 8%					Occupancy Ta			
6.15	9.84	0.00	0.00	0.00	0.00	3.69	0.00	0.00	0.00

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

NR

Alissa Brandt ✓  
Rm 247 501 bellvile St  
Victoria BC V8V 1X4

## Receipt

Invoice date 11/14/2019  
Our reference NR  
GST Number

Guest	Alissa Brandt	Arrival	11/13/2019	Departure	11/14/2019	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
11/13/2019	Room Charge	1	89.00	✓	89.00		
11/13/2019	Municipal Room Tax	1	1.78		1.78		
11/13/2019	Federal Tax GST	1	4.45		4.45		
11/13/2019	Provincial Room Tax	1	7.12		7.12		
				<b>Total invoice</b>	<b>102.35</b>		
11/14/2019	MC ****NR Auth: 05784Z ✓				-102.35		
				<b>Total Paid</b>	<b>-102.35</b>		
				<b>Total Due</b>	<b>✓ 0.00</b>		

Total GST 4.45

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



## BUDGET

## RENTAL AGREEMENT NUMBER NR

## YOUR INFORMATION

Customer Name: BRANDT, ALISSA  
 Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
 Method of Payment: MASTER XNR

## YOUR RENTAL

Pickup Date/Time: NOV 09,2019@10:55AM  
 Pickup Location: 4912 HIGHWAY 16 WEST  
 TERRACE AIRPORT  
 TERRACE,BC,V8G 1L8,CA

## YOUR VEHICLE CHARGES

MIN 1 DAY / MAX 96 HRS

RATE CHART	FREE KILOMETERS	TIME AND KILOMETRES
KMs:	Hourly: 50	MIN 1DY/EJ/F 37FM = 70.00
HRLY: 52.51	Daily: 100	Time and Kilometres: 70.00
DAILY: 70.00		
AD DY: 70.00		
WKLY:		
MNTLY: .00		
TAXABLE FEES		
11.00% Concession Recovery Fee	+	8.14
VEH LIC FEE	+	3.99
Subtotal Charges:		82.13
PST 7.000%	+	5.75
NON TAXABLE ITEMS		
GST TAX 5.00 %	+	4.11
PASSENGER VEHICLE RENTAL TAX	+	1.58
Your Total Charges Paid:		93.57
Prepayment	+	0.00

NET CHARGES: CAD 93.57  
 Your Total Due: 0.00  
 Fuel service: .3488 /MI 3.000 /Gal

## RECEIPT

## YOUR VEHICLE INFORMATION

Budget Car Number: 33895396  
 Plate Number: s.22  
 Total Driven: 37 KM  
 Odometer In: 17270 KM  
 Veh Grp Charged: Intermediate SUV  
 Veh Grp Rented: Intermediate SUV  
 Veh Description: WHI JEEP COMPASS  
 Fuel Reading: Out 8/8 In 8/8

Return Date/Time: NOV 09,2019@8:13PM  
 Return Location: 4912 HIGHWAY 16 WEST  
 TERRACE AIRPORT  
 TERRACE,BC,V8G 1L8,CA

## YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:

Optional Services Total Non Taxable:

CSA Site: SUV daily rental is  
 \$118.44 charged below rate  
 for SUV

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

Thank you for renting with Budget.

If you have questions regarding this rental, call us at 250-638-0288.

Your vehicle was rented to you by 10004 .

Your vehicle was checked in by 10004 .

**AIR CANADA**

## Booking Confirmation

Booking Reference: NR

Date of issue: 22 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.



## - Depart

Economy - Standard

Saturday  
09 Nov, 2019

08:50

**Vancouver**Vancouver Int. (YVR), BC  
Terminal M

10:28

**Terrace**

(YXT), BC



AC8236

**1hr38**

Economy A

Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400

## - Return

Economy - Standard

Saturday  
09 Nov, 2019

20:45

**Terrace**

(YXT), BC



22:19

**Vancouver**Vancouver Int. (YVR), BC  
Terminal M

AC8245

**1hr34**

Economy A

Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400

## Passengers

<b>Shane Simpson</b>	Seats	
	Ticket Number	AC8236 -
	NR	AC8245 -
<b>Alissa Brandt</b>	Seats	
	Ticket Number	AC8236 -
	NR	AC8245 -



## Purchase summary

**MasterCard**  
\*\*\*\*\*NIR  
Amount paid: \$697.72  
**Tax information**  
GST no. 10009-2287 RT0001  
\$33.22

2 adults



### Air Transportation Charges

Base Fare - Depart - Economy - Standard	135.00
Base Fare - Return - Economy - Standard	135.00
Surcharges	36.00



### Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	16.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	12.00

Total airfare and taxes before options (per passenger) **\$348<sup>86</sup>**

Number of passengers **X 2**

Total **\$697<sup>72</sup>**

GRAND TOTAL (Canadian dollars) **\$697<sup>72</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

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

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

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

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

**15**  
minutes

### Boarding gate deadline

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

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

**From:** [Passenger Services](#)  
**To:** [Detlefsen, Kirsten SDPR:EX](#)  
**Subject:** Thank you for choosing to take off with HeliJet!  
**Date:** November 10, 2019 10:09:41 AM

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	Alissa Brandt
Company	Ministry Of Social Development And Poverty Reduction

### Booking NR

**Sunday, November 10, 2019**

**783**

**10:00 Vancouver Harbour  
(Downtown)**

**10:35 Victoria Harbour (Downtown)**

**Dropoff:**

**Taxi Requested**

**35 minutes**

**Confirmed**

**1 Passengers - Sale**

**Alissa Brandt, Female**

[Add to Calendar](#)

Invoice #475429

SALE - Seat Sale \$209 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

**Grand Total \$209.00**

Mastercard \$209.00

Date / Time November 10, 2019 @ 10:06:34 AM

Summary NR

Expiration

Authorization 057192

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

Does not qualify for combination with Kids Fly Free promotions.

**From:** [reservation@harbourair.com](mailto:reservation@harbourair.com)  
**To:** [Detlefsen, Kirsten SDPR:EX](#)  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!  
**Date:** October 31, 2019 1:05:30 PM

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! 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](http://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

Alissa Brandt

### Booking NR

**Tuesday, November 12, 2019**

**Flight #504**

**09:20 Victoria Harbour / Map** ☐

**09:50 Richmond (YVR South) / Map**



**30 minutes**

Invoice NR

Air Transportation Charges

Sked 500 : (St) GO Gold \$185.07

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 500 : Carbon Offset \$0.65

+ Goods and Services Tax \$9.28

## KK- Confirmed

**1 Passenger(s) - GoGold**  
Alissa Brandt, Female

[Add to Calendar](#)

Billing	\$185.72
Taxes	\$9.28
<b>Grand Total</b>	<b>\$195.00</b>

### GoGold 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).  
Complimentary Select Seating.  
50% cancel fee for groups of 4+ if cancelled within 24 hrs departure.

### Required Travel Documents:

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

### Guaranteed Baggage:

50 lbs. All routes.

### Standby Baggage:

50 lbs. on all routes.  
\$1/lb. over 50 lbs.

## 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.

E132241



NR

## Booking Confirmation

Booking Reference: NR

Date of issue: 20 Sep, 2019

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

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



Economy - Standard

Tuesday  
12 Nov, 2019

12:15  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



13:04  
**Kamloops**  
(YKA), BC

AC8192

**0hr49**  
Economy A  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400

### Passengers

<b>Shane Simpson</b>	<b>Seats</b>
<b>Ticket Number</b>	<b>AC8192 -</b>
<b>NR</b>	
<b>Alissa Brandt</b>	<b>Seats</b>
<b>Ticket Number</b>	<b>AC8192 -</b>
<b>NR</b>	



### Purchase summary

MasterCard  
\*\*\*\*\*NR  
Amount paid: \$357.26  
**Tax information**  
GST no. 10009-2287 RT0001  
\$17.02

2 adults



Base Fare	146.00
Surcharges	12.00



Goods and Services Tax - Canada - 100092287 RT0001	8.51
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00
Total airfare and taxes before options (per passenger)	\$178 <sup>63</sup>
Number of passengers	X 2
Total	\$357 <sup>26</sup>
GRAND TOTAL (Canadian dollars)	\$357 <sup>26</sup>



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132393

**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> Brandt, Alissa				<b>Employee ID</b> NR				<b>Phone Number</b> NR						
<b>Client Organization</b> Social Development and Poverty Reduction				<b>Job Title</b> Senior Ministerial Assistant				<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2019/12/16			<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>						
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Meetings					<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</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. 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>	
11/29 (HJ)	Vic to Van -VIC	0800	1730		0.00				0.00			11.80	Taxi Helijet	
12/03	Vic to Van (HJ)	0715	2100		0.00			F-B	41.00			13.00	Taxi Helijet	
12/04	Van to Vic (HJ)	0800	1230		0.00			F-LDI	10.50	175.09		13.30	Taxi from Helijet	
12/06	Vic to Van (Ferry)	1200	1430	75	41.25	92.80			0.00					
12/10	Van to Vic (Ferry)	1700	2030	75	41.25	97.80		F-BL	30.50			16.00	Parking	
12/09	Vancouver	0800	2359		0.00			F-LD	22.75			20.00	Parking	
pcard														
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 82.50		<b>37.</b> \$ 190.60		<b>38.</b> \$ 104.75		<b>39.</b> \$ 175.09		<b>40.</b> \$ 74.10		<b>Claim Total</b> \$ 627.04
<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>		
031		46001		48000		5226 5701		460000		NR		\$ 627.04		
031														
031														
031														
<b>Less Travel Advance</b>														
031														
												<b>54.</b> \$ 627.04		
<b>AMOUNT DUE TO EMPLOYEE</b>														
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<b>Print Name</b>				<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>				<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>				<b>Date Signed</b>		



**Audit Trail for Travel Voucher (Restricted Use) E132393 for Brandt, Alissa**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2019/12/16 18:25:16	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Saved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2019/12/16 18:31:57	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Initiated	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2019/12/17 12:12:31	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132393 for Brandt, Alissa

1 note(s) returned.

Created On	Author	Note
2019/12/16 18:25:16	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca	Nov 29th Helijet paid by AC Dec 3rd Helijet paid by AC Dec 4th hotel receipt - AC has Dec 4th Helijet paid by AC Dec 9th - NR - paid by AC? Dec 10th - parking - paid \$16 NR NR - will be on accommodations receipt - AC Dec 6th mileage - Parliament to Swartz; Tsawwassen to UBC VSE Dec 10th mileage - reverse of above

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E132393

BLUEBIRD CABS #15  
2612 QUADRA ST  
VICTORIA BC

BLUEBIRD CABS #102  
2612 QUADRA ST  
VICTORIA BC

BLUEBIRDS CABS #125  
2612 QUADRA ST  
VICTORIA BC

CARD 5491\*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/11/29 ✓  
TIME 5075 08:07:45  
RECEIPT NUMBER  
H85068170-001-980-005-0

PURCHASE  
AMOUNT \$11.80 ✓  
s.22

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/12/03 ✓  
TIME 0022 07:08:56  
RECEIPT NUMBER  
C85069020-001-382-004-0

PURCHASE  
AMOUNT \$13.00 ✓  
s.22

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2019/12/04 ✓  
TIME 0704 12:17:48  
RECEIPT NUMBER  
C85046167-001-345-007-0

PURCHASE  
AMOUNT \$13.30 ✓  
s.22

E132393  
CAPITAL ONE  
A0000000041010  
E7905E333A0F418F  
0000008000-

APPROVED

FF/DT 00  
AUTH# 023822 01-027

E132393  
RECEIPT  
\*\*NON TRANSFERABLE\*\*

Valid ONLY this location  
North Parkade  
HONKMOBILE Zone # 5667

License Plate Number  
s.22

Expiration Date/Time

11:59 PM  
DEC 09, 2019

Purchase Date/Time: 08:56am Dec 09, 2019 ✓  
Total Due: \$20.00 Rate: \$20 Until 11:59PM  
Total Paid: \$20.00 ✓ Pmt Type: CC (Swipe)  
Ticket #: 00005269  
S/N #: 520014471865  
Setting: North Parkade  
Mach Name: 0073

#\*\*\*\*NR MasterCard

Auth #: 013478

GST#:10816179RT  
Total Paid includes GST  
Pay from your phone  
Download Honkmobile App

E132393  
Mastercard  
A0000000041010  
9585381C01E5C067  
0000008000-E800  
CBE01A4222AC66B2

APPROVED

AU Swartz Bay  
H To  
TH Tsawwassen

MI BC Ferries  
LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2019/12/06  
BOOKING-NR  
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	17.00

Master Card	
*****NR	75.80
AUTH 077982 66277637 0010016848 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

E132393  
\*\*\*CARDHOLDER COPY\*\*\*  
SWB 06 Dec 2019 12:09:26

1005038 038314  
94186

SEE REVERSE SIDE OF TICKET

Mastercard  
A0000000041010  
1AF5755808267B2C  
0000008000-E800  
03BFBEE1D305F842

E132393  
A  
AU Tsawwassen  
TH To  
Swartz Bay

IM BC Ferries  
Suite 500 - 1321 Grantham Street  
Victoria BC Canada V8M 0B7  
LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2019/12/10  
BOOKING-NR  
REF#: NR

Standard - Partially Prepaid	
1 Reservation Pr	17.00
1 Res Change Fee	5.00
20' Undersize Vehi	57.50
1 Adult	17.20
Fuel Surcharg	1.10
Total	97.80
Prepayment	22.00

Master Card	
*****NR	75.80
AUTH 096716 66277656 0010019158 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

E132393  
\*\*\*CARDHOLDER COPY\*\*\*  
TSA 10 Dec 2019 17:13:53

1007087 035627  
105732

SEE REVERSE SIDE OF TICKET

PAID ON  
PERSONAL CC

CSA APPROVED  
HOTEL AND RATE

NR

GUEST FOLIO

NR	BRANDG/ALISSA	149.00	12/04/19	07:07	NR
ROOM	NAME	RATE	DEPART	TIME	ACCT#
QU	XXX		12/03/19	16:19	
TYPE	XXX NE 11111		ARRIVE	TIME	
32					
ROOM		MCXXXXXXXXXXXXNR			MBV#:
CLERK	ADDRESS	PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
12/03	TR ROOM	NR	149.00	
12/03	OCC TAX		12.08	
12/03	ROOM TAX		7.55	
12/03	MRDT		4.53	
12/03	DMF		1.93	
12/04	CCARD-MC			
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXXXXNR	175.09	.00

See our "Privacy & Cookie Statement" on NR

NR

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

E132393

**Detlefsen, Kirsten SDPR:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** December 17, 2019 11:30 AM  
**To:** Detlefsen, Kirsten SDPR: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	Alissa Brandt	
	Company	Ministry Of Social Development And Poverty Reduction	

Booking NR			
<b>Friday, November 29, 2019</b>		Invoice #488928	
<b>708</b>	FARE-YWH-FULL_Winter2019		\$333.33
	+ GST		\$16.67
<b>08:40 Victoria Harbour (Downtown)</b>			
<b>09:15 Vancouver Harbour (Downtown)</b>		Billing	\$333.33
<b>35 minutes</b>		Taxes	\$16.67
		<b>Grand Total</b>	<b>\$350.00</b>
<b>Confirmed</b>		Mastercard	\$350.00
<b>1 Passengers - Full-Fare</b>		Date / Time	November 29, 2019 @ 8:10:11 AM
<b>Alissa Brandt, Female</b>		Summary	**** *NR
<a href="#">Add to Calendar</a>		Name	BRANDT/ALISSA.
		Expiration	NR
		Authorization	066185

OVER →

Mastercard (\$350.00) CR.

Date / Time November 29, 2019 @ 9:48:22 AM

Summary NR

Expiration

Authorization 302946

Mastercard \$350.00

Date / Time November 29, 2019 @ 9:49:00 AM

Summary NR

Expiration

Authorization 071737

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

Friday, November 29, 2019

723

16:00 Vancouver Harbour (Downtown)

16:35 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

Invoice #488933

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time November 29, 2019 @ 3:22:43 PM

Summary \*\*\*\*\*NR

**1 Passengers - Full-Fare**  
**Alissa Brandt, Female**

[Add to Calendar](#)

Expiration	NR
Authorization	018333

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](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;

**Hixson, Taylor SDPR:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** December 17, 2019 10:21 AM  
**To:** Hixson, Taylor SDPR: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	Alissa Brandt
	Company	Ministry Of Social Development And Poverty Reduction

**Booking** NR

**Tuesday, December 3, 2019**

Invoice #490527

**704**

FARE-YWH-FULL\_Winter2019 \$333.33

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

+ GST \$16.67

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

Billing \$333.33

**35 minutes**

Taxes \$16.67

**Confirmed**

**Grand Total \$350.00**

**1 Passengers - Full-Fare**

Mastercard \$350.00

**Alissa Brandt, Female**

Date / Time December 3, 2019 @ 7:10:18 AM

Summary NR

[Add to Calendar](#)

Expiration



Authorization 040731

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

Wednesday, December 4, 2019

713

11:20 Vancouver Harbour (Downtown)

11:55 Victoria Harbour (Downtown)

Dropoff:

Taxi Requested

35 minutes

Confirmed

1 Passengers - Off-Peak

Alissa Brandt, Female

[Add to Calendar](#)

Invoice #490528

FARE-YWH-OffPeak\_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

**Grand Total \$249.99**

Mastercard \$249.99

Date / Time December 4, 2019 @ 10:48:00 AM

Summary NR

Expiration

Authorization 076775

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.