



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132517

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

Name Cardona, Diego				Employee ID NR		Phone Number (250) 356-0179	
Client Organization Advanced Education, Skills and Training				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2020/01/30		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel staffing Minister				Headquarters Vancouver	
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	*PCard	Start	End	Km	Cost		Claim
2020	Destination						Cost
01/17	Vancouver	1700	1830	31	17.05		0.00
01/23	* Van/Terrace/Van(AC)	0715	1430		0.00	81.25	15.25
02/26	* Victoria (HJ)	0615	2359		0.00	24.00	51.50
02/27	* Vancouver (HJ)	0700	1830		0.00	39.05	51.50
				36.	37.	38.	39.
TOTALS OF COLUMNS				\$ 17.05	144.30 s.22	\$ 118.25	\$ 115.99
				40.	41.	42.	43.
				\$ 0.00			Claim Total
							s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	53. Supplier Code	54. Amount	
019	11001	18000	5702	1100000	NR	\$ 113.56	
019	11001	18000	5701	1100000		s.22	
019							
019							
Less Travel Advance							
019							
						54.	
						s.22	
45. Employee Signature (See Audit Trail)							
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
57. Payment Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Mar23
SLP

Audit Trail for Travel Voucher (Restricted Use) E132517 for Cardona, Diego

24 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/30 15:13:57	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/01/30 16:33:37	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/01/31 09:13:26	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/01/31 11:02:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/01/31 12:31:25	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/01/31 14:59:41	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/07 16:02:03	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/14 15:10:50	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/26 13:58:24	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/26 14:36:14	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/26 16:28:31	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/26 16:42:06	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/27 08:46:17	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/27 08:47:13	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/02/27 08:54:41	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/02 09:58:47	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/02 09:59:18	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/02 10:09:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/02 10:36:34	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/03 13:07:43	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/03 13:07:58	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Cardona, Diego Diego.Cardona@gov.bc.ca	Notified	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/03 13:16:42	Cardona, Diego NR Diego.Cardona@gov.bc.ca		Saved	Cardona, Diego Diego.Cardona@gov.bc.ca
2020/03/03 13:16:54	Cardona, Diego NR Diego.Cardona@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/03/09 08:17:31	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132517 for Cardona, Diego

1 note(s) returned.

Created On	Author	Note
2020/03/03 13:07:43	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Jan 17, 200 - drive to event - drive home Jan 23, 2020 Yellow Cab (pd by m/c) to airport Van/Terrace (AC pd by p/c) - share ride to event - share ride to airport Terrace/Van (AC pd by p/c) - Richmond Taxi (pd by m/c) to home Feb 26, 2020 - Yellow Cab to HJ Van/Vic (pd by p/c) - shuttle to buildings for mtgs - walk to hotel o/n (pd by m/c) Feb 27, 2020 - walk to buildings for mtgs - Yellow Cab to HJ Van/Vic (pd by m/c) Vancouver Taxi (pd by m/c) to home

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YELLOW CAB #200
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/01/23
TIME 6604 07:21:11
CLERK ID 1
RECEIPT NUMBER
C85016427-001-009-411-0

PURCHASE
TOTAL

\$33.00

Mastercard
A0000000041010
C1423A4C746685BF
0000008000-E800
962DA7C9C9DA119A

APPROVED

AUTH# 019022 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

RICHMOND TAXI #100
2440 SHELL ROAD V6X2P1
RICHMOND BC
20785766
QB2078576601

SALE

01-23-2020 18:00:10
Acct # *****NR C
Exp Date **/** Card Type MC
Name: CARDONA/DIEGO
A0000000041010
Mastercard

Trace # 400003 Operator 400
Inv. # 400
Auth # 015482 RRN 001120003
Sale \$48.25

TOTAL \$48.25

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

Retain this copy for your
records
Customer copy

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

YELLOW CAB #128
1441 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/02/26
TIME 0638 06:35:25
CLERK ID 1
RECEIPT NUMBER
C85042668-001-012-917-0

PURCHASE
TOTAL

\$24.00

Mastercard
A0000000041010
7527B9A5E3C1F7D4
0000008000-E800
F7FD6935715F085D

APPROVED

AUTH# 048213 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

Room
 Invoice #
 Cashier de
 Page: 1 of 1
 Printed: 2/27/2020 07:47:17
 Acct. Filter: All Transactions
 PO #
 Arrival 2/26/2020
 Departure 2/27/2020

Cardona Diego

s.22

Guests in room: Cardona Diego

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2/26/2020	Accommodations		99.00	16.99	115.99
2/27/2020	Master Card	Thank you	-115.99	0.00	-115.99
				Total:	0.00

NR

CARD *****Z
 CARD TYPE MASTERCARD
 DATE 2020/02/27
 TIME 1474 07:47:16
 INVOICE # 543053
 RECEIPT NUMBER
 C84064258-001-062-003-C

PRE-AUTH COMPLETION
 TOTAL
\$115.99

Mastercard
 A0000000041010

APPROVED
 AUTH# 068073 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

NR

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

Signature: _____

NR

Taxes and Fees

DMF	0.99
GST	4.95
GST on DMF	0.05
Municipal Tax	3.00
Room Tax	8.00

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD * * * * *NR
CARD TYPE MASTERCARD
DATE 2020/02/27
TIME 2388 18:31:48
CLERK ID 9
INVOICE # 3
RECEIPT NUMBER
C85055433-001-208-001-0

PURCHASE
AMOUNT \$30.05
s.22

Mastercard
A0000000041010
264DA2DCDA6AE4C8
0000008000-E800
270DF035BAC75585

APPROVED

AUTH# 032607 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

BLUEBIRD CABS #42
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/02/27
TIME 9615 16:53:58
RECEIPT NUMBER
C85069006-001-400-013-0

PURCHASE
TOTAL

\$9.00

Mastercard
A0000000041010
67CD5E6F176DD92B
0000008000-E800
794861D70FF4CAB9

APPROVED

AUTH# 082014 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Passenger: Cardona Diego (ADT)
Booking Reference: NR
Ticket number: NR
Air Canada Reservations, 1-888-247-2262
Issuing date: Jan-21, 2020

ELECTRONIC TICKET RECEIPT

This is your 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.

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

From	To	Flight	Departure	Arrival
VANCOUVER, International (YVR) Terminal: M	TERRACE, Northwest Regional (YXT)	AC8236	08:50 Thursday 23 Jan 2020	10:28 Thursday 23 Jan 2020
Fare: Standard, L Fare basis: L30ULBTG Booking status: OK	Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type: De Havilland Dhc-8 400 Series Number of stops: 0			Cabin: Economy Duration: 01:38
Special Service Request	NCHG - NAME CHANGE FEE REG - CONFIRMED			
TERRACE, Northwest Regional (YXT)	VANCOUVER, International (YVR) Terminal: M	AC8241	14:05 Thursday 23 Jan 2020	15:39 Thursday 23 Jan 2020
Fare: Standard, Q Fare basis: Q5ZLBTG Booking status: OK	Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type: De Havilland Dhc-8 400 Series Number of stops: 0			Cabin: Economy Duration: 01:34
Special Service Request	NCHG - NAME CHANGE FEE REG - CONFIRMED			

OK = Confirmed

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store in the overhead bin unassisted. See our complete [carry-on baggage policy](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

YVRYXT

For Baggage Policy, Please Contact Your Agent

Name of the carrier whose baggage rules apply: AIR CANADA

YXTYVR

For Baggage Policy, Please Contact Your Agent

Name of the carrier whose baggage rules apply: AIR CANADA

For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.



AIR CANADA

Passenger: Cardona Diego (ADT)

Booking Reference: NR

Ticket number: NR

Air Canada Reservations, 1-888-247-2262

Issuing date: Jan-21, 2020

TRAVEL OPTIONS

Document Number:NR

Booking Reference:NR

In connection with:

Issuing date: Jan-21, 2020

Coupon Service

1 Name Change Fee Reg

From: VANCOUVER INTERNATIONAL

To: TERRACE NORTHWEST REGIONAL

Non-refundable

Non-exchangeable

Consumed at issuance

Non-interlineable

Remarks Nc

2 Name Change Fee Reg

From: TERRACE NORTHWEST REGIONAL

To: VANCOUVER INTERNATIONAL

Non-refundable

Non-exchangeable

Consumed at issuance

Non-interlineable

Remarks Nc

Form of payment: CC CA XXXXXXXXXXXXX4434 XXXX
NR

Fee:

CAD 125.00

Tax and Other charges:

Goods and Services Tax - Canada -
100092287 RT0001(XG)

CAD 6.25

Total Amount:

CAD 131.25

GENERAL CONDITIONS OF CARRIAGE

1. You must obtain your boarding pass and check in any baggage by the **check-in deadline**. Additionally, you must be available for boarding at the boarding gate by the **boarding gate deadline**. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Within Canada

When you should check in: 90 minutes

Check-in / baggage drop-off ends: 45 minutes

Boarding Gate Deadline: 15 minutes

To/From the US

When you should check in: 120 minutes

Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

International (including Mexico and the Caribbean)



Booking Confirmation

Booking Reference: NR

Date of issue: 19 Dec, 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

Thursday
23 Jan, 2020

08:50
Vancouver
Vancouver Int. (YVR),
Terminal M



10:28
Terrace
(YXT),
British Columbia

AC8236

1hr38
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

Return

Economy - Standard

Thursday
23 Jan, 2020

14:05
Terrace
(YXT),
British Columbia



15:39
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8241

1hr34
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

Passengers

Michael Snoddon

Seats

Ticket Number

AC8236 -

NR

AC8241 -



Purchase summary

MasterCard

*****NIR

Amount paid: \$574.61

Tax information

GST no. 10009-2287 RT0001 \$27.36

1 adult

Air Transportation Charges

Base Fare - Depart - Economy - Standard 170.00

Base Fare - Return - Economy - Standard 300.00

Surcharges 51.00

Taxes, fees and charges

Air Travellers Security Charge - Canada 14.25

Goods and Services Tax - Canada - 100092287 RT0001 27.36

Airport Improvement Fee - Canada 12.00

Total before options (per passenger) **\$574⁶¹**

GRAND TOTAL (Canadian dollars) \$574⁶¹



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

minutes¹

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.

Flesh, Cindy AEST:EX

From: Munro, Asia AEST:EX
Sent: February 24, 2020 10:19 AM
To: Flesh, Cindy AEST:EX
Cc: Cardona, Diego AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Kinanâskomitin,
(Thank you, I am grateful to you)

Asia Munro
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
P: (250) 419-8828 | E: asia.munro@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 24, 2020 10:19 AM
To: Munro, Asia AEST:EX <Asia.Munro@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	NR
	Name	Diego Cardona

Booking	NR
---------	----

Wednesday, February 26, 2020

851

07:00 Vancouver Harbour (Downtown)

07:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Diego Cardona, Male

[Add to Calendar](#)

Invoice #516659

FARE-YWH-FULL_2020 \$357.14

+ GST \$17.86

Billing \$357.14

Taxes \$17.86

Grand Total \$375.00

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

Thursday, February 27, 2020

728

17:30 Victoria Harbour (Downtown)

18:05 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Diego Cardona, Male

[Add to Calendar](#)

Invoice #517986

FARE-YWH-OffPeak_2020 \$247.62

+ GST \$12.38

Billing \$247.62

Taxes \$12.38

Grand Total \$260.00

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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132563

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

Name Wolfe, Seamus				Employee ID NR				Phone Number (250) 356-0179			
Client Organization Advanced Education, Skills and Training				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2020/02/07			6. Fiscal Year 2020			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel staffing Minister						Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2020	Destination	Start	End	Km	Cost	s.22	Claim	Cost	Costs	Cost	Describe
02/02	Courtenay/Comox	1430	2359		0.00		H-L	15.25	177.93		
02/03	Courtenay/Comox	0700	2359		0.00	46.25	F-	51.50	177.93		
02/04	Victoria	0700	1330		0.00		H-	25.75		130.66	car rental/gas
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 46.25		38. \$ 92.50	39. \$ 355.86	40. \$ 130.66	Claim Total \$ 625.27
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
019	11001	18000		5702	1100000		NR		\$ 625.27		
019											
019											
019											
Less Travel Advance											
019											
										54.	\$ 625.27
AMOUNT DUE TO EMPLOYEE											
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed		

Audit Trail for Travel Voucher (Restricted Use) E132563 for Wolfe, Seamus

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/02/07 15:37:50	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2020/02/07 15:39:47	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2020/02/14 10:15:30	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Saved	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2020/02/14 10:16:39	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca	Notified	Wolfe, Seamus Seamus.Wolfe@gov.bc.ca
2020/02/14 11:30:21	Wolfe, Seamus NR Seamus.Wolfe@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/02/14 11:37:52	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132563 for Wolfe, Seamus

1 note(s) returned.

Created On	Author	Note
2020/02/14 10:15:30	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Feb 2, 2020 - p/u Budget Rental Car - drive to Courtenay - o/n at hotel (pd by m/c) Feb 3, 2020 - drive to Comox airport to p/u Minister - Comox Taxi (pd by m/c) to hotel o/n (pd by m/c) Feb 4, 2020 - drive to Victoria - drop off Budget Rental Car (pd by m/c) - personal ride home

Production *** Copyright © Government of British Columbia

COMOX TAXI
1199 BRAIDWOOD RD
COURTENAY BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/02/03
TIME 5258 10:52:00
RECEIPT NUMBER
C84126402-001-001-803-0

PURCHASE
AMOUNT \$46.25
s.22

Mastercard
A00000000041010
0CBADCB242357572
0000008000-E800
E37EB226DCAADA7C

APPROVED

AUTH# 081676 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Comox Taxi Ltd.
1199 Braidwood Rd
Courtenay BC

DATE FEB 03, 2020
TIME 10:49
CAB# 5
DRIVER 2

JOB ID 0
METER 6
START 10:29
END 10:49

FARE 46.25
TOTAL 46.25

VOUCHER #

VOUCHER AMT

RECEIPT FOR PAYMENT

DRIVER'S COPY

GST. #R101072887
Thank you for your business
250-339-1955

SHELL CANADA PRODUCTS

3393 DOUGLAS STREET

VICTORIA, BC V8Z 4L4

(250) 475-1143

(DUPLICATE RECEIPT)

(DUPLICATE RECEIPT)

Tax Description	Qty	Amount
-----------------	-----	--------

F Bronze No. 7		
34.212 L @ \$1.469/ L		\$50.26

Sub Total	\$50.26
-----------	---------

5.0% GST tax on	\$0.00	\$0.00
-----------------	--------	--------

7.0% PST tax on	\$0.00	\$0.00
-----------------	--------	--------

20.0% PST VP tax on	\$0.00	\$0.00
---------------------	--------	--------

5.0% GST VP tax on	\$0.00	\$0.00
--------------------	--------	--------

TOTAL	\$50.26
--------------	----------------

MASTERCARD:	\$50.26
-------------	---------

Change	\$0.00
--------	--------

Fuel Includes GST	5.0%	\$2.39
-------------------	------	--------

Fuel Includes PST	7.0%	\$0.00
-------------------	------	--------

GST - Fuel - BC No.	137400032RT
---------------------	-------------

XXXXXXXXXXXXNR

MASTERCARD

PreAuth Completion C

DATE: 2020/02/04

TIME: 11:46:29

INV No. 0107296915

Mastercard

AID A0000000041010

TVR 0000008000

TSI E800

OO APPROVED -- THANK

YOU 001

APPROVAL No. 016788

TERMINAL No.

89010720

VERIFIED BY PIN

IMPORTANT

retain this copy for
your records

BUDGET

RENTAL AGREEMENT NUMBER NR

YOUR INFORMATION

Customer Name: WOLFE , SEAMUS
Budget Customer Discount: BC PROVINCIAL GOVERNMENT
Method of Payment: MASTER NR

YOUR RENTAL

Pickup Date/Time: FEB 02,2020@2:54PM
Pickup Location: 757 DOUGLAS STREET
VICTORIA,BC,V8W 2B9,CA

YOUR VEHICLE CHARGES

MIN 1 DAY		TIME AND KILOMETRES	
RATE CHART	FREE KILOMETERS		
KMs:	Hourly: 100	106 KM @ .05 =	5.30
HRLY: 23.88	Daily: 200	2 Ad'l Day @ 31.83 =	63.66
DAILY: 31.83	Weekly: 1400	Time and Kilometres:	68.96
AD DY: 0.00			
WKLY: 189.37			
MNTLY: .00			
TAXABLE FEES			
Subtotal Charges:			68.96
PST 7.000%		+	4.83
NON TAXABLE ITEMS			
GST TAX 5.00 %		+	3.45
PASSENGER VEHICLE RENTAL TAX		+	3.16
Your Total Charges:			80.40
Prepayment		+	0.00

NET CHARGES: CAD 80.40
Your Total Due: 0.00
Fuel service: .2471 /MI 2.990 /Gal

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 34681301
Plate Number: s.22
Total Driven: 506 KM
Odometer In: 25995 KM
Veh Grp Charged: Intermediate
Veh Grp Rented: Intermediate
Veh Description: GRY TOYOTA COROLLA
Fuel Reading: Out 8/8| In 8/8

Return Date/Time: FEB 04,2020@12:25PM
Return Location: 757 DOUGLAS STREET
VICTORIA,BC,V8W 2B9,CA

YOUR OPTIONAL PRODUCTS/SERVICES

0 ADR 10.00/DY 70.00/WK MX 310.00

Optional Services Total Taxable:

Optional Services Total Non Taxable:

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

Thank you for renting with Budget.
If you have questions regarding this rental, call us at 250-953-5218.
Your vehicle was rented to you by 00190 . Your vehicle was checked in by 00039 .

NR

Friday, February 14, 2020

Wolfe, Seamus

C/O Ndp

s.22

Arrival Date **February 02, 2020**
Departure Date **February 04, 2020**
of Nights **2**

Room No. NR
of Guests **1**
Sub Folio **A**

Resort Charges	Details	Price	Qty	Ext. Price
Sunday, February 02, 2020				
	Room/Package Charge			149.95
Monday, February 03, 2020				
	Room/Package Charge			149.95

Subtotal	299.90
Front Desk GST TAX	15.76
Front Desk PST TAX	25.20
Resort Fee	15.00

Payment Details

Payment	Notes	Date	Amount
NR	Seamus Wolfe	23-Jan-2020	177.93
	WOLFE/SEAMUS.	04-Feb-2020	177.93
			355.86

Total	\$ 355.86
Payments	\$ 355.86
Balance	\$ 0.00

Thank you!

**Excessive Hotel Rate
Approved by Minister
Melinda Way*

NR

Merchant #: 591925
Invoice #: RN
Bus. type: Hotel
Folio #: RN
Staff #: 5161
Terminal #: 002
2/4/2020 08:59:56
Card #: ***** RN
Card type: MasterCard
Transaction: Purchase
Total: 177.93
Reference #: NR

*** Purchase - Success ***

Signature

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.

Client Copy

NR



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132470

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

Name Snoddon, Michael				Employee ID NR				Phone Number (250) 356-0179			
Client Organization Advanced Education, Skills and Training				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2020/01/14			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel staffing Minister					Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2020	Victoria (Ferry)	1200	1530		0.00	17.20		0.00			
01/04	* Vancouver (HJ)	0615	2359		0.00	43.85	F-	51.50			
01/08	* Victoria (HJ)	0700	1700		0.00	7.00	H-	25.75			
01/09	* Vic/Van/Vic (HJ)	0715	1730		0.00	13.60	H-B	15.25			
01/16	* Vancouver (HJ)	0715	1700		0.00	14.00	F-BD	22.75			
01/22											
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 95.65		38. \$ 115.25	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 210.90
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
019	11001	18000		5701	1100000		NR		\$ 210.90		
019											
019											
019											
Less Travel Advance											
019											
AMOUNT DUE TO EMPLOYEE										54. \$ 210.90	
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) E132470 for Snoddon, Michael

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/14 13:46:04	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/01/14 13:55:18	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/01/30 15:09:03	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/01/30 16:33:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/02/03 15:48:22	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/02/04 16:20:31	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/02/04 16:28:32	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/02/04 16:32:04	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2020/02/04 16:35:28	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132470 for Snoddon, Michael

2 note(s) returned.

Created On	Author	Note
2020/01/30 15:09:03	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Dec 12, 2019 to Jan 4, 2020 -s.22 s.22 personal ride to BC Ferry Van/Vic (walk on - pd by m/c) personal ride to home Jan 8, 2020 Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) Vancouver Taxi (pd by m/c) to personal residence o/n (n/c) Jan 9, 2020 personal ride to DTVan for meetings, walk to Helijet Van/Vic (pd by p/c) - Yellow Cab (pd by m/c) to home Jan 16, 2020 - personal to Helijet Vic/Van (pd by p/c) - walk to meetings - walk to Helijet Van/Vic (pd by p/c) - Yellow Cab (pd by m/c) to home Jan 22, 2020 - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - walk to meetings - personal ride back to Victoria.
2020/02/04 16:20:31	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	

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Tsawwassen
To
Swartz Bay



Victoria BC Canada V8W 0B7

FOOT AREA 5S

RECEIPT - PLEASE RETAIN

PURCHASE 2020/01/04

1 Adult	17.20
Total	17.20

Visa
*****NR 17.20
AUTH 02157F 66277651 0010010590 S
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH218524000Q

**** PURCHASE ****

01-08-2020 06:23:34
Acct # *****NR C
Exp Date **/** Card Type MC
Name: MICHAEL SNOODON
A0000000041010 MasterCard

Operator: 242
Trace # 9149
Inv. # 8068
Auth # 069204 RRN 001453001

Purchase \$12.00
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/01/08
TIME 2815 08:07:41
CLERK ID 7
INVOICE # 209
RECEIPT NUMBER
C85040808-001-443-004-0

PURCHASE
AMOUNT \$31.85
s.22

MasterCard
A00000000041010
CE2264FE67AE4226
0000008000-E800
302DD5804F35F975

APPROVED

AUTH# 071593 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARDHOLDER COPY
TSA 04 Jan 2020 12:47:38



1007030 452037
96207
SEE REVERSE SIDE OF TICKET

YELLOW CAB #97
817 FISGARD ST V8W1R9
VICTORIA BC
23786848
GH2378684801

**** PURCHASE ****
01-09-2020 16:36:41
Acct # *****NR C
Card Type DP Account Chequing
A0000002771010 Interac
Operator: 197
Trace # 678
Inv. # 8039
Auth # 219603 RRN 001081006
Purchase \$7.00
s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Flesh, Cindy AEST:EX

From: Munro, Asia AEST:EX
Sent: January 6, 2020 9:26 AM
To: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Kinanâskomitin,
(Thank you, I am grateful to you)

Asia Munro
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
P: (250) 419-8828 | E: asia.munro@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 6, 2020 9:08 AM
To: Munro, Asia AEST:EX <Asia.Munro@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Michael Snoddon
	Company	Bc Government

Booking NR

Wednesday, January 8, 2020

702

07:00 Victoria Harbour (Downtown)

07:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Michael Snoddon, Male

[Add to Calendar](#)

Invoice #500087

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

Thursday, January 9, 2020

723

16:00 Vancouver Harbour (Downtown)

16:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Michael Snoddon, Male

[Add to Calendar](#)

Invoice #500089

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.

Flesh, Cindy AEST:EX

From: Munro, Asia AEST:EX
Sent: January 15, 2020 9:09 AM
To: Flesh, Cindy AEST:EX
Cc: Snoddon, Michael AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Kinanâskomitin,
(Thank you, I am grateful to you)

Asia Munro
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
P: (250) 419-8828 | E: asia.munro@gov.bc.ca

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From: Passenger Services <PassengerServices@helijet.com>
Sent: January 15, 2020 9:07 AM
To: Munro, Asia AEST:EX <Asia.Munro@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

NR

Name

Michael Snoddon

Booking #NR

Thursday, January 16, 2020

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Michael Snoddon, Male

[Add to Calendar](#)

Invoice #504782

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**

Thursday, January 16, 2020

727

17:10 Vancouver Harbour (Downtown)

17:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Michael Snoddon, Male

[Add to Calendar](#)

Invoice #504786

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.

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH218524000N

**** PURCHASE ****

01-16-2020 17:29:50
Acct # ***-*****NR C
Card Type DP Account Chequing
A0000002771010 Interac

Operator: 234
Trace # 11468
Inv. # 8115
Auth # 220266 RRN 001391001
TVR 0280008000 TSI F800
TC F2A10DE5C45DEA48

Purchase \$13.60
s.22

(001) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your
records
Merchant copy

Flesh, Cindy AEST:EX

From: Munro, Asia AEST:EX
Sent: January 6, 2020 3:14 PM
To: Snoddon, Michael AEST:EX
Cc: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Already in Calendar!

Kinanâskomitin,
(Thank you, I am grateful to you)

Asia Munro
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
P: (250) 419-8828 | E: asia.munro@gov.bc.ca

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From: Passenger Services <PassengerServices@helijet.com>
Sent: January 6, 2020 3:12 PM
To: Munro, Asia AEST:EX <Asia.Munro@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Michael Snoddon
	Company	Bc Government

Booking # NR

Wednesday, January 22, 2020

Invoice #500637

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Michael Snoddon, Male

[Add to Calendar](#)

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

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

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

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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

GST#:

R102320165

Passenger Travel Information:

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

Payment:

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

Passenger Check-in:

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

YELLOW CAB #83
983 JASMINE AVENUE V8Z2P3
VICTORIA BC
23778209
GH2377820901

PURCHASE

01-22-2020 07:32:20
Acct # *****NR C
Card Type DP Account Chequing
A0000002771010 Interac

Operator: 083
Trace # 380
Inv. # 083
Auth # 134717 RRN 001138003

Purchase \$14.00
s.22

{001} APPROVED-THANK YOU

Retain this copy for your
records
Customer copy



Control No.

E132796

Name	Employee ID	Phone Number
Snoddon, Michael	NR	(250) 356-0179
Client Organization	Job Title	Travel Group Code
Advanced Education, Skills and Training	Sr Ministerial Assistant	3

5. Date Completed 2020/03/16		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel staffing Minister					Headquarters Victoria					
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria , BC V8W 9E2												
16. Travel Dates 2020 03/12 03/13 03/14 03/15	17. Places Travelled *PCard Destination Start End * Vancouver ^(HA) 0715 2359 Vancouver 0700 2359 Vancouver 0700 2359 * Vancouver ^(HA) 0700 2359			18. Personal Vehicle Use Km Cost 0.00 0.00 0.00 0.00		19. Other Transport Costs 24.35		20. & 21. Meals Claim Cost F-B 41.00 F- 51.50 0.00 0.00		22. Lodging Costs	20. & 21. Miscellaneous Cost Describe	
TOTALS OF COLUMNS				36. \$ 0.00	37. 24.35 s.22		38. \$ 92.50	39. \$ 0.00	40. \$ 0.00	Claim Total s.22		
48. Client Code 019 019 019 019	49. Resp. 11001	50. Service Line 18000	51. STOB 5702 ⁰¹	52. Project 1100000	45. Supplier Code NR			Amount s.22				
Less Travel Advance 019												
										54. s.22		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed				

Audit Trail for Travel Voucher (Restricted Use) E132796 for Snoddon, Michael

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/03/16 10:17:27	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/03/16 10:59:38	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/03/16 11:29:43	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2020/03/16 11:41:35	Snoddon, Michael NR Michael.Snoddon@gov.bc.ca		Initiated	Flesh, Cindy Cindy.Flesh@gov.bc.ca
2020/03/16 12:58:33	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132796 for Snoddon, Michael

1 note(s) returned.

Created On	Author	Note
2020/03/16 10:17:27	Flesh, Cindy NR Cindy.Flesh@gov.bc.ca	March 12, 2020 - Yellow Cab (pd by m/c) to HA Vic/Van (pd by p/c) - Vancouver Taxi (pd by m/c) to meetings - personal ride to personal residence n/c - o/n March 13, 2020 - personal ride to meetings - personal ride to personal residence n/c - o/n March 14, 2020 - Vancouver personal March 15, 2020 - personal ride to HA Van/Vic (pd by p/c) - personal ride home

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YELLOW CAB #16
4268 SPRINGRIDGE C V8Z4Z1
VICTORIA BC
23785543
GH2378554301

PURCHASE
03-12-2020 07:15:21
Acct # *****NR RF
Card Type DP
A0000002771010 Interac

Operator: 016
Trace # 518
Inv. # 8014
Auth # 115770 RRN 001233002

Purchase \$8.50

s.22

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2020/03/12
TIME 9477 11:48:23
CLERK ID 7
INVOICE # 3
RECEIPT NUMBER
C85055433-001-235-003-0

PURCHASE
AMOUNT \$15.85
s.22

Interac
A0000002771010
F89A2FBD8F3DC2BB
0280008000-E800
EBB4729BD658D98D
0280008000-F800

APPROVED

AUTH# 167247 00-001
THANK YOU

CARDHOLDER COPY

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE


Customer Information

Account	HAS #	NR
	Name	Michael Snoddon

Booking NR

Thursday, March 12, 2020

Flight #204

08:00 Victoria Harbour / Map 08:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Michael Snoddon, Male

[Add to Calendar](#)

Invoice NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$196.16

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 \$10.33

Billing \$206.67

Taxes \$10.33

Grand Total \$217.00**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable/Changeable up to 4 hours prior to
Departure (subject to difference in fare value).Any changes or cancellations made within 4 hours* of
departure time will incur a \$20 fee.*For flights departing on or before 11am, changes must
be made before 5pm the day prior to departure.As always, no fees will be applied in the event of
weather disruptions.Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

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.

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

Harbour Air Team

Customer Information

Account	HAS #	NR
	Name	Michael Snoddon

Booking NR

Sunday, March 15, 2020

Flight #2150

13:30 Vancouver Harbour / Map

14:05 Victoria Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Michael Snoddon, Male

[Add to Calendar](#)

Invoice NR

Air Transportation Charges

Sked 200 : (Np) GO Flex \$150.45

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 \$8.04

Billing \$160.96

Taxes \$8.04

Grand Total \$169.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable/Changeable up to 4 hours prior to Departure (subject to difference in fare value).

Any changes or cancellations made within 4 hours* of departure time will incur a \$20 fee.

*For flights departing on or before 11am, changes must be made before 5pm the day prior to departure.