



Control No.

E132509

Name Cralk, Jason ✓	Employee ID NR	Phone Number (250) 387-1023
Client Organization Agriculture	Job Title Ministerial Assistant	Travel Group Code 3

5. Date Completed 2020/01/28		6. Fiscal Year 2020		7. Special Cheque Issue				8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial Duties						Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9043 Stn Prov Govt , V8W 9E2											
16. Travel Dates 2020 01/21 01/22 01/23	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
	Vic-Van (HJ)	0830	2359		0.00	16.40	F-	51.50	276.08		
	Van-Vic (HJ)	0830	1700		0.00		F-D	33.25		56.29	National Car Rental
	Vic-Nanaimo-Vic Nan-Van-Vic (HJ)	0830	1700		0.00	39.20	F-L	41.00		14.38	Parking+Gas \$4.00/\$10.38
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 55.60		38. \$ 125.75	39. \$ 276.08	40. \$ 70.67	Claim Total \$ 528.10	
48. Client Code 130 130 130 130	49. Resp. 29001 29001	50. Service Line 30000 30000	51. STOB 5226-5701 5702	52. Project 2900000 2900000	45. Supplier Code NR		Amount 377.23 150.87				
Less Travel Advance 130											
				AMOUNT DUE TO EMPLOYEE						54. \$ 528.10	
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) E132509 for Craik, Jason

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/28 15:29:58	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/01/28 15:31:03	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2020/02/03 14:20:05	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2020/02/03 14:42:48	Godfrey, Sam ✓ NR Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Jan 21- Helijet Vic-Van (P Card)

Jan 21- Vancouver Taxi (Debit)

Jan 21- Vancouver Taxi (Debit)

Jan 21- 1 Night at ^{NR} (M/C)
=====

Jan 22- Helijet Flight Van-Vic (P Card)

Jan 22- P/U National Rental Car (M/C)
=====

Jan 23- Parking for Rental Car (M/C)

Jan 23- Gas for Rental Car (Debit)

Jan 23- Drop off Rental Car in Nanaimo

Jan 23- Helijet Nanaimo-Van (P Card)

Jan 23- Taxi Vancouver (Debit)

Jan 23- Taxi Vancouver (Debit)

Jan 23- Helijet Van-Vic (P Card)

Jan 23- Taxi Helijet – Home (Cash)

From: [Janke, Debra FIN:EX](#)
To: [Leppard, Brianna AGRI:EX](#)
Subject: E132509 Jason Craik
Date: February 12, 2020 1:53:00 PM

Hi Brianna,

NR is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio.

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

Leppard, Brianna AGRI:EX

Subject: Helijet Flight #710 Victoria - Vancouver Harbour (BL)
Location: Booking Reference: #NR
Start: Tue 2020-01-21 9:35 AM
End: Tue 2020-01-21 10:10 AM
Recurrence: (none)
Organizer: Craik, Jason AGRI:EX
Categories: Travel



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	Jason Craik
	Company	Ministry Of Agriculture

Booking

NR

Tuesday, January 21, 2020 ✓

710

09:35 Victoria Harbour (Downtown) ✓

10:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice #505693

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

Jason Craik, Male ✓

[Add to Calendar](#)

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

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

Booking NR

Wednesday, January 22, 2020 ✓

721

15:00 Vancouver Harbour (Downtown)

15:35 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Off-Peak

Jason Craik, Male ✓

[Add to Calendar](#)

Invoice #505696

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

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

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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

**BLACK TOP & CHECKER
CABS**

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

Transaction 000077345430

Total
s.22

CA\$8.55

Station: BT86

Account: Default

21-Jan-2020 2:31:29PM ✓ |

s.22 | Method:

CONTACTLESS

Interac XXXXXXXXXXXXNR

Ref #: 000077345430

Auth #: 173129

MID: *****3884

AID: A0000002771010

AuthNtwkNm: INTERAC

NO CARDHOLDER VERIFICATION

THANK YOU FOR YOUR BUSINESS

MACLURE'S CAB 84
1275 75TH AVE W
VANCOUVER BC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE
FLASH DEFAULT
DATE 2020/01/21 ✓
TIME 5407 14:21:06
CLERK ID 1
RECEIPT NUMBER
H85040693-001-581-011-0

PURCHASE
AMOUNT (\$7.85)
s.22

Interac
A0000002771010
A4281FA45B6CC340
8080008000-

APPROVED

AUTH# 172106 00-001
THANK YOU

CARDHOLDER COPY

NR

Jason Craik ✓

Canada

Room No.: NR

Arrival: 01-21-20

Departure: 01-22-20

Folio No.: NR

Conf. No:

Cashier: 28

Custom Ref.:

Printed on: 01-22-20

GST#: NR

Date	Description	Additional Information	Charges	Credits
✓ 01-21-20	Federal, Provincial, Municipal, and Medical Rates		238.00	
01-21-20	Accommodation Room Tax		26.18	
01-21-20	Room GST Tax		11.90	
01-22-20	Mastercard CP			276.08
	XXXXXXXXXX NR	XX/XX		
	MASTERCARD			
	NR			
	REF: 09754Z			
	01 APPROVED 027			
Transaction Date and Time: 01/22/20 08:17				
Total GST:		11.90	Total	276.08
			Balance	0.00 ✓
				276.08

Guest Signature: _____ Date: _____

NR



Rental AgreementNR

Invoice #

Renter Information**Renter Name**

JASON CRAIK ✓

Renter Address

s.22

ContractGOVERNMENT OF BRITISH
COLUMBIA ✓**Rental Credits**1 credit has been awarded for this
rental**Vehicle Information****MAZDA 3 TOURING**

License #: s.22

State/Province: BC

Unit #: 7P8LPD

Vehicle #: YYJA1207

Vehicle Class DrivenIntermediate Car 2 or 4-Door/
Automatic/Air**Vehicle Class Charged**

Compact Car 2 or 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 43,102 Ending: 43,271

Total: 169

Trip Information**Pickup**

Wednesday, January 22, 2020 5:09 PM

Return

Thursday, January 23, 2020 10:15 AM

NANAIMO DWTN ✓

1602 NORTHFIELD RD

NANAIMO, BC V9S 3A7

CAN

Start Charges

Wednesday, January 22, 2020 5:16 PM

VICTORIA DWTN DOUGLAS ST ✓

767 DOUGLAS STREET

VICTORIA, BC V8W 2B4

CAN

Renter Charges

CSA. ok

Rental Rate	Time & Distance 1 Day at 31.95 CAD / Day	31.95 CAD ✓
	Excess Distance Charge 169 Distance at 0.10	
	CAD / Distance drop-off charge	16.90 CAD ✓
Coverages	Loss Damage Waiver Full	Included
Taxes and Fees	Goods And Services Tax (5.00%)	2.52 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Provincial Sales Tax (7.00%)	3.42 CAD
	Veh Lic Fee Recovery 1.50/day	Included

Total**56.29 CAD**

(Subject to audit)

Amount charged on January 23, 2020 to MASTERCARD

NR

Amount Due

(56.29 CAD)

0.00 CAD ✓Thank you for renting
with National Car Rental

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

PLACE FACE UP ON DASH

Lot 351
Dorchester

Expiration Date/Time

09:33 AM
JAN 23, 2020

Purchase Date/Time: 08:33am Jan 23, 2020 ✓
Total Due: \$4.00 Rate: Park 1Hr \$4
Total Paid: \$4.00 Payment Type: Card
Ticket #: 00059294
S/N #: 300014100002
Setting: Lot - 351
Mach Name: Lot 351 - 1

Card #****-NR MasterCard

Auth #: 02508Z

Thank you for parking at
Dorchester Lot 351
Questions? Call Robbins
Parking 250-753-6789

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

Brooks Landing
1901 Highland Blvd
Nanaimo BC
(250) 729 9240
GST# R103682159

Member # 0900001

Pump	Litres	Price/L
7	7.992	\$1.299
Product		Amount
Regular		\$10.38

Total	\$10.38
GST 5% Inc	\$0.49

Purchase

Chequing
INTERAC

*****NR

DATE: 01/23/2020 ✓
TIME: 10:08:00
REF: 0017670200 C
TERM: 35001012
AUTH: 130708
RESP: 000 ISO:00

Interac
A00000002771010
8080008000

VERIFIED BY PIN
Approved - Thank you

CUSTOMER COPY

Store # 174812
Receipt # 26871

HAVE A NICE DAY !

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 9, 2020 12:12 PM
To: Leppard, Brianna AGRI:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Jason Craik
	Company	Ministry Of Agriculture

Booking NR

Thursday, January 23, 2020 ✓

906

11:30 Nanaimo Harbour (Downtown)

11:50 Vancouver Harbour (Downtown) ✓

20 minutes

Confirmed

1 Passengers - Full-Fare

Jason Craik, Male ✓

[Add to Calendar](#)

Invoice #496750

FARE-ZNA-Full_Winter2019 \$151.43

+ GST \$7.57

Billing \$151.43

Taxes \$7.57

Grand Total \$159.00

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 23, 2020 ✓

723

16:00 Vancouver Harbour (Downtown) ✓

16:35 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Full-Fare

Jason Craik, Male ✓

[Add to Calendar](#)

Invoice #502266

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.

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

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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE
FLASH DEFAULT
DATE 2020/01/23
TIME 4405 12:18:55
CLERK ID 1
INVOICE # 15718
RECEIPT NUMBER
H85027804-001-025-007-0

PURCHASE
AMOUNT (\$12.55) \$12.55
s.22

Interac
A0000002771010
72882041F79169A9
8080008000-

APPROVED

AUTH# 151855 00-001
THANK YOU

CARDHOLDER COPY

**BLACK TOP & CHECKER
CABS**

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

Transaction 000077310368

Total (\$6.65) **CA\$6.65**
s.22

Station: BT03

Account: Default

23-Jan-2020 3:31:55PM

s.22 | Method: CONTACTLESS

Interac XXXXXXXXXXXXNR

Ref #: 000077310368

Auth #: 183155

MID: *****3884

AID: A0000002771010

AuthNtwkNm: INTERAC

NO CARDHOLDER VERIFICATION

THANK YOU FOR YOUR BUSINESS

JAN 23/20 ✓
Hjtho

s.22

BLACKJACK
TRANSPORT

~~\$20.00~~

Jacques J. Sages

250.744.0274

Quality & discretion
for people in motion

EN20EXEDIJ90



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132545

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 Craik, Jason ✓		Employee ID NR		Phone Number (250) 387-1023	
Client Organization Agriculture		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2020/02/03		6. Fiscal Year 2020		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Duties		Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9043 Stn Prov Govt , V8W 9E2					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2020	Destination	Start	End	Km	Cost
01/28	Vic-Van (HJ)	0830	2359		0.00
01/29	Van	0830	2359		0.00
01/30	Van	0830	2359		0.00
01/31	Van-Vic (HJ)	0830	1700		0.00
02/01	Vic-Courtenay	0830	2359		0.00
02/02	Courtenay	0830	2359		0.00
02/03	Courtenay-Vic	0830	1700		0.00
				36.	37.
				\$ 0.00	\$ 57.00
				38.	39.
				\$ 271.50	\$ 653.81
				40.	Claim Total
				\$ 119.81	\$ 1102.12
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
130	29001	30000	5226	2900000	NR
130			5701		
130	29001	30000	5702	2900000	
130					
Less Travel Advance					
130					
AMOUNT DUE TO EMPLOYEE					54.
					\$ 1102.12
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

HJ flights paid by the Office P/Card

Audit Trail for Travel Voucher (Restricted Use) E132545 for Craik, Jason

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/02/03 16:11:14	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/02/03 16:11:26	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2020/02/03 16:13:40	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2020/02/03 16:56:15	Godfrey, Sam ✓ NR Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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January 28- Taxi Vic – Legislature (Debit)

January 28- Taxi Legislature – Helijet (Debit)

January 28- Helijet Vic-Van (Lisa's P Card)

January 28- 1 night at ^{NR} (M/C)

January 29- Taxi ^{NR} – Event (M/C)

January 29- 2 nights at ^{NR} (M/C)

January 31- ~~Ferry~~ Vancouver – Victoria (MLP paid for Jason)
Helijet

February 1- National Car Rental Victoria (M/C)

February 1- 2 nights at ^{NR} (M/C)

February 3- Gas for rental car (M/C)

February 3- Drive Courtenay – Victoria

✓ |

BLUEBIRD CAB #68
2612 QUADRA STREET V8T4E4
VICTORIA BC
23808055
TM2380805501

DEBIT SALE

Batch #: 035 RRN: 0010350040
01/28/20 01/28/20 08:24:43
REF#: 00000004
APPR CODE: 112443
IDP/DEFAULT Proximity
*****NR
Interac
AID: A0000002771010

AMOUNT \$10.00 ✓ **\$10.00**

s.22

00 APPROVED

CUSTOMER COPY

DUPLICATE

VICTORIA TAXI # 81
3045 DOUGLAS ST 101
VICTORIA BC

DUPLICATE

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE
FLASH DEFAULT

DATE 2020/01/28 2020/01/28
TIME 0811 15:38:10
RECEIPT NUMBER
H85068341-001-001-058-0

PURCHASE
TOTAL

\$10.00 ✓

Interac
A0000002771010
B1731396721F9CEA
8080008000-

APPROVED

AUTH# 183810 00-001
THANK YOU

CARDHOLDER COPY

DUPLICATE

Leppard, Brianna AGRI:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 20, 2020 11:33 AM
To: Leppard, Brianna AGRI:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Jason Craik
	Company	Ministry Of Agriculture

Booking NR

Tuesday, January 28, 2020 ✓ |

724

16:20 Victoria Harbour (Downtown) ✓ |

16:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Jason Craik, Male ✓ |

[Add to Calendar](#)

Invoice #507132

FARE-YWH-OffPeak_Winter2019 \$238.09

+ GST \$11.90

Billing \$238.09

Taxes \$11.90

Grand Total \$249.99

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

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one-way travel.

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

Booking NR

Friday, January 31, 2020 ✓

Invoice #507134

727

FARE-YWH-FULL_Winter2019

\$333.33

17:10 Vancouver Harbour (Downtown)

+ GST

\$16.67

17:45 Victoria Harbour (Downtown) ✓

Billing

\$333.33

35 minutes

Taxes

\$16.67

Grand Total

\$350.00

Confirmed

1 Passengers - Full-Fare

Jason Craik, Male ✓

[Add to Calendar](#)

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

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

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NR

Reservation # NR
Send To Craik, Jason
s.22

Phone

Guest Name Craik, Jason ✓

Arrival Date
01/28/2020

Departure Date
01/29/2020

Company Name Ministry Of Agriculture & Lands

Room Information NR

- Museum One Queen

Bill To Craik, Jason
s.22

Folio Number	NR			
Trans Date	Description		Voucher	Amount
Charges				
✓ 01/28/2020	PROVINCIAL GOVERNMENT 2020	CSA single rate, ok	NR	139.00
01/28/2020	GST Goods & Services Tax			6.95
01/28/2020	Provincial Sales Tax			15.29
01/28/2020	Destination Marketing Fee			1.79
01/28/2020	GST on DMF			0.09
01/28/2020	MRDT on DMF			0.05
01/28/2020	PST on DMF			0.14
Total Charges				163.31
Payments				
01/29/2020	Mastercard	xxxxxxxxxxxx	NR	-163.31
Total Payments				-163.31 ✓

Balance Due 0.00 ✓

NR

DUPLICATE

YELLOW CAB #139
1441 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/01/29 2020/01/29
TIME 3635 07:46 20
CLERK ID
RECEIPT NUMBER
H85022630-001-001-649-0

PURCHASE
TOTAL

\$37.00

Mastercard
A0000000041010
96DA0AD551BFDAE
0000008000-

APPROVED

AUTH# 08629Z 01-01
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

GST105762447RT0001

NR

Account: NR

Date: 1/31/20

Room: NR

Arrival Date: 1/29/20

Departure Date: 1/31/20

Check In Time: 1/29/20 11:46 AM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: jander

Total Balance Due: 0.00

Craik, Jason
s.22

Post Date	Description	Comment	Amount
1/29/20	Room Charge	NR Craik, Jason	79.00
1/29/20	GST	Not listed on the CSA (under single rate of hotels that are on the CSA	3.95
1/29/20	Room Tax	\$89.00 & \$114.00 including taxes)	6.32
1/29/20	MDRT		2.37
1/30/20	Room Charge	NR Craik, Jason	79.00
1/30/20	GST		3.95
1/30/20	Room Tax		6.32
1/30/20	MDRT		2.37
1/31/20	Master Card		(183.28)
		XXXXXXXXXXXXNR	

Folio Summary 1/29/20 - 1/31/20

Room Charge	158.00
GST	7.90
Room Tax	12.64
MDRT	4.74
Master Card	(183.28)
Balance Due:	0.00

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.

GST REG. # NR

NR



RA # NR

Bill Ref# NR

Renter Name JASON CRAIK ✓

VICTORIA

s.22

Rental Location
VICTORIA DWTN DOUGLAS ST
767 DOUGLAS STREET
VICTORIA

BC V8W 2B4

01-FEB-2020 01:05 PM

Phone (250)3861213

Contract ID

Victoria Location is not listed on the CSA
(rental per day is less than those listed on the CSA)

Return Location
VICTORIA DWTN DOUGLAS ST

✓

03-FEB-2020 01:53 PM

Vehicle # YYJA1643
Model ELANTRA
Class Driven ICAR
Class Charge ICAR
License# s.22
State/Province BRITISH COLUMBIA
M/Kms Driven 675
M/Kms Out 39222
M/Kms In 39897

Charges

No	Unit	Price/Unit	Amount
----	------	------------	--------

2	Days	26.00	52.00 * ✓
	M/Kms		0.00 *
		52.00	-5.20 *
2	Days	1.50	3.00 *
2	Days	1.50	3.00 *
		49.80	3.49
		52.80	2.64

TIME & DISTANCE
UNLIMITED MILES/KM - TIME & DIST
DISCOUNT - TIME & DIST 10.00%
PROV VEHICLE RENTAL TAX \$1.50/DAY
VEH LIC FEE RECOVERY 1.50/DAY
PROVINCIAL SALES TAX @7.000 %
GOODS AND SERVICES TAX @5.000 %

Rate Info

Messages

* Taxable Items
Subject to Audit
Your Emerald Club Number is NR

Total Charges

CAD 58.93

Payments

NR

Master Card

AUTH: 07652Z 01-FEB-2020 158.93

Payment

-58.93 ✓

Customer Service Number 1-800-468-3334

Emerald Club rental credits will be posted within 24 hours
Reverse Auth: 01-FEB-2020 -100.00

Amount Due

CAD 0.00

Jason Craik ✓
 501 Belleville St
 Victoria, BC V8W 9E2
 Canada

Room	Folio	CheckIn	CheckOut	Balance
NR		01/02/2020	03/02/2020	0.00
Master Folio		Provincial Government		

Date	Room	Description / Voucher	Charges	Credits	Balance
✓ 01/02/2020	NR	Nightly Room Charge	130.95		130.95
01/02/2020		Resort Fee - 2%	2.62		133.57
01/02/2020		GST - 5%	6.68		140.25
01/02/2020		Provincial Hotel Tax - 8%	10.69		150.94
01/02/2020		Municipal Room Tax 2% - 2%	2.67		153.61
✓ 02/02/2020		Nightly Room Charge CSA single rate, ok	130.95		284.56
02/02/2020		Resort Fee - 2%	2.62		287.18
02/02/2020		GST - 5%	6.68		293.86
02/02/2020		Provincial Hotel Tax - 8%	10.69		304.55
02/02/2020		Municipal Room Tax 2% - 2%	2.67		307.22
03/02/2020		Mastercard - NR Thank You		307.22	0.00
Summary and Taxes					
		Room	261.90		
		Room Tax	40.08		
		Other Charges	5.24		
		Total Charges	307.22		
		Payments	-307.22	✓	
		Balance Due	0.00	✓	

MD
 03/02/2020 03:15 PM

NR

25 HOUR TOWN PANTRY
305 TRANS CANADA HWY
VICTORIA, BC
V8Z 1K8
250-475-6110

TRANSACTION RECORD

2020/02/03 2020-02-03 13:21:20

STORE #: 43087
TRANS #: 371694
GST #: R743318321

PUMP 3
REGULAR
43.833L AT \$1.389/L

ACCT:
MASTERCARD
\$ 60.88

GST INCLUDED \$ 2.90

TOTAL \$ 60.88
\$60.88

TYPE: PURCHASE

MASTERCARD
*****NR
DATE/TIME:
03 FEB 2020 13:21:20
REFERENCE #:
66282742 0013450130C
AUTH 036312

MASTERCARD
A00000000041010
0000000000
E800

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

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

7C OFF/L? ASK NOW

THANK YOU FOR
SHOPPING AT
CHEVRON



Travel Voucher (Restricted Use)

Control No.

E132579

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 Craig, Jason			Employee ID NR			Phone Number (250) 387-1023						
Client Organization Agriculture			Job Title Ministerial Assistant			Travel Group Code 3						
5. Date Completed 2020/02/11		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information						
Type of Travel In Province		14. Reason for Travel Ministerial Duties				Headquarters Victoria						
12. Mailing Address for Cheque PO Box 9043 Stn Prov Govt , V8W 9E2												
16. Travel Dates 2020 02/10	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals				
	Destination Victoria -Nan-Vic	Start 0830	End 1700	Km	Cost 0.00	Claim	Cost 0.00	Lodging Costs	20. & 21. Miscellaneous			
									Cost 76.57 Describe Car, Gas, Parking 44.02/24.55/8.00			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 0.00	40. \$ 76.57		
										Claim Total \$ 76.57		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount
130		29001		30000		5226 5702		2900000		NR		\$ 76.57
130												
130												
130												
Less Travel Advance												
130												
										54. \$ 76.57		
										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			

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

Audit Trail for Travel Voucher (Restricted Use) E132579 for Craik, Jason

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/02/11 14:18:40	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/02/11 14:18:50	Leppard, Brianna NR Brianna.Leppard@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2020/02/11 14:59:16	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2020/02/13 14:11:29	Godfrey, Sam ✓ NR Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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February 10 - 1-day National Car rental – Drive to event (M/C) Victoria-Nanaimo-Victoria

February 10 - Victoria Parking (M/C)

February 10 – Gas for Rental (M/C)

✓ |

From: [Oldham, Lisa E AGRI:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E132579 Jason Craik
Date: February 19, 2020 3:25:24 PM

It was in Nanaimo

Thanks Debra

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: February 19, 2020 2:21 PM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>
Subject: RE: E132579 Jason Craik

Where was the event?

From: Oldham, Lisa E AGRI:EX
Sent: February 19, 2020 1:15 PM
To: Janke, Debra FIN:EX
Subject: RE: E132579 Jason Craik

Hi Debra,

The car was rented in the afternoon for an early start day of travel on the 10th

Thank you,
Lisa

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: February 19, 2020 11:55 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>
Subject: E132579 Jason Craik

Hi Lisa,

The rental car was picked-up on Feb 9th late afternoon and returned the next day. This was to get an early start on the morning of the 10th ? The travel notes do not indicate where the event was. For auditing purposes, please let me know.

The National Car Rental for the Victoria location on Douglas Street is not on the CSA approved listing. Per policy, car rentals should be rented from companies approved on the CSA to ensure the correct rates are charged.

Thanks.

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier



Rental Agreement NR
Invoice #

Renter Information

Renter Name

JASON CRAIK ✓

Renter Address

s.22

Contract

GOVERNMENT OF BRITISH
COLUMBIA ✓

Rental Credits

1 credit has been awarded for this
rental

Vehicle Information

ELANTRA GL AT SEDAN

License #: s.22

State/Province: BC

Unit #: 7Q8WK6

Vehicle #: YYJA1619

Vehicle Class Driven

Intermediate Car 2 or 4-Door/

Automatic/Air

Vehicle Class Charged

Intermediate Car 2 or 4-Door/

Automatic/Air

Odometer Mileage/Kilometers

Starting: 52,953 Ending: 53,212 ✓

Total: 259

Trip Information

Pickup

☐ Sunday, February 9, 2020 ✓ 3:56 PM

Return

☐ Monday, February 10, 2020 ✓ 1:38 PM

Start Charges

☐ Sunday, February 9, 2020 4:36 PM

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W 2B4

CAN

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W 2B4

CAN

Renter Charges

Rental Rate	Free Distance	Included
	Excess Distance Charge 59 Distance at 0.05 ✓	
	CAD / Distance	2.95 CAD
	Time & Distance 1 Day at 34.95 CAD / Day	34.95 CAD
Coverages	Loss Damage Waiver Full	Included
Taxes and Fees	Veh Lic Fee Recovery 1.50/day	Included
	Goods And Services Tax (5.00%)	1.97 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Provincial Sales Tax (7.00%)	2.65 CAD

Total

44.02 CAD

(Subject to audit)

Amount charged on February 10, 2020 to MASTERCARD

NR

(44.02 CAD)

Amount Due

0.00 CAD ✓

Thank you for renting
with National Car Rental

We appreciate your business!

PLACE FACE UP ON DASH
Lot 351
Dorchester

Expiration Date/Time
11:48 AM
FEB 10, 2020

Purchase Date/Time: 09:48am Feb 10, 2020
Total Due: \$8.00
Total Paid: \$8.00
Ticket #: 00055556
S/N #: 300014100002
Setting: Lot - 351
Mach Name: Lot 351 - 1

Rate: Park 2 Hrs \$8
Payment Type: Card

Card #****NR MasterCard

Auth #: 05647Z

Thank you for parking at
Dorchester Lot 351
Questions? Call Robbins
Parking 250-753-6789

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

ESSO 7-ELEVE

012

3775 CAREY RD
VICTORIA BC V8Z 3L8

ESSO EXPRESS PAY

2020-02-10 13:14:20 ✓

TERM ID: 36638786
TRANS #: 377507
STATION#: 00302482
GST #: R119335453
GSTU #: R119335453

PUMP 6
REGLR \$ 24.55
16.942L AT \$1.449/L

GST INCLUDED \$ 1.17
TOTAL : CAD\$ 24.55

TYPE: PURCHASE
INTERAC

*****NR

ACCOUNT TYPE:
CHEQUING
REFERENCE #:
36638786 0012270340C
INVOICE NO: 135037
AUTH: 161326

INTERAC
A0000002771010
8080008000
7800

VERIFIED BY PIN

00/001 APPROVED
THANK YOU

LOYALTY: NO

PC FINANCIAL POINTS
AWARDED WITHIN 72HRS
AND ARE NOT PRINTED
ON RECEIPT.

PC OPTIMUM
INQUIRIES:
1-866-727-6468
IMPERIAL INQUIRIES:
1-800-567-3776

RECONCILIATION ID:
0155814



4 24821 77507 5

EN20EXEDIJ104



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132835

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 Craik, Jason ✓		Employee ID NR		Phone Number (250) 387-1023	
Client Organization Agriculture		Job Title Ministerial Assistant		Travel Group Code 3	
5. Date Completed 2020/03/20		6. Fiscal Year 2020		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Ministerial Duties ✓		Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9043 Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled		18. Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals
2020	Destination	Start	End	Km	Cost
03/09	Vic-Penticton (AC)	0730	2359		183.25
03/10	Penticton	0700	2359		0.00
03/13	Penticton-Vic (AC)	1200	1600		0.00
					348.73
				Claim	Cost
				F-B	41.00
				F-	51.50
					0.00
				Lodging Costs	Cost
					32.28
				Cost	Describe
				126.80	
				s.22	Car rental, gas 99.96/26.84
				37.78	Car rental Victoria airport
TOTALS OF COLUMNS			36.	37.	38.
			\$ 0.00	\$ 531.98	\$ 92.50
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
130	29001	30000	5226	2900000	NR
130			5702		
130					
130					
Less Travel Advance					54.
130					821.34
					s.22
AMOUNT DUE TO EMPLOYEE					✓
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			Print Name		Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Name		Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

* 03/13 A/C Vancouver-Victoria-cancelled- return via WestJet

DJ March 29/20

Page 39 of 59 FIN-2020-03577

2020-03-27

Audit Trail for Travel Voucher (Restricted Use) E132835 for Craik, Jason

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/03/20 10:05:24	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:07:12	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:13:30	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:23:40	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:24:25	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:25:38	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2020/03/20 10:34:06	Craik, Jason NR Jason.Craik@gov.bc.ca		Recalled	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:45:16	Craik, Jason NR Jason.Craik@gov.bc.ca		Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:46:18	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Saved	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:46:32	Stojkovic, Josipa NR Josipa.Stojkovic@gov.bc.ca	Craik, Jason Jason.Craik@gov.bc.ca	Notified	Craik, Jason Jason.Craik@gov.bc.ca
2020/03/20 10:56:38	Craik, Jason NR Jason.Craik@gov.bc.ca		Approved	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2020/03/23 15:41:08	Godfrey, Sam ✓ NR Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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MARCH 9

Transportation - Victoria (Bluebird Cab \$12.70);

- Vancouver (Vancouver Taxi \$6.25; TransLink \$5.75);
- Vancouver – Penticton return Air Canada flight \$158.55

Accommodation - Private residence, \$22 \$32.38

Per diem – B \$41

MARCH 10

Miscellaneous: Penticton – National Car rental \$99.69

Gas \$26.84

Per diem - \$51.50

MARCH 13

Transportation Penticton – Victoria:

- WestJet Flight Vancouver-Victoria \$348.73 (AC flight Vancouver-Victoria was cancelled last minute)
- National Car rental \$37.78 from Victoria airport

From: [Stojkovic, Josipa AGRI:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E132835 Jason Craik
Date: March 30, 2020 10:35:07 AM
Attachments: [Scan_20200330.pdf](#)

Hi Debra,

Thanks for the info, and here are requested details:

1. Car rental availability was limited – there was a hockey tournament in Penticton so there was limited number of cars available at the time.
2. AC flight change - Please see Jason's card statement attached. It looks like he paid for that using his corporate card.

Thanks,



Josipa Stojkovic
Administrative Assistant to the
Honourable Lana Popham
Minister of Agriculture
f 250.387.1522

This message, including any attachments to it, is not to be disclosed outside of the Provincial Government without prior written approval from the Ministry of Agriculture. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: Sunday, March 29, 2020 2:46 PM
To: Stojkovic, Josipa AGRI:EX <Josipa.Stojkovic@gov.bc.ca>
Subject: E132835 Jason Craik

Hi Josipa,

The National Car Rental Agreement does not indicate the CSA Corporate ID# or that the rental was for Provincial Government use. Please ensure that this information is given to the vendor at the time of booking in order that the correct rates are applied. Per policy, vehicle rentals over mid-size classification require a brief explanation. Please provide.

Please provide proof of payment for the Air Canada portion being claimed for \$158.55.

It has been indicated that the WestJet flight from Vancouver to Victoria on March 13th was cancelled at the last minute so there was extenuating circumstances.

For reference, it is against Core policy for employee's to pay for airfare and claim on travel vouchers. Please see excerpts from Core Policy:

Excerpts from Core Policy:

10.3.17 Direct Invoicing

1. Airfare, except in an emergency or extenuating circumstances, **must not be paid by the employees** but billed directly to the ministry. For officials see [C.14.8](#).

[Procedure Requirements - D.7](#)

C.7 Air Travel

[Core Policy - 10.3.5](#)

1. Ministry expense authority officers may require the passenger copy of the air ticket to be attached to the travel claim. Indicate on the travel voucher form if QuickTickets or government air is used.
2. Employees/officials/appointees are not authorized to fly private or personally rented aircraft on the employer's business (travel expenses, air travel insurance, Workers' Compensation Board coverage, etc. would not apply during this or any unauthorized travel).
3. **Air travel must be billed directly by vendors to ministries or paid using a Business Transaction Account (BTA) or the Purchasing Card (see the [Purchasing Card Manual](#) on airfare purchases).**
4. Fees assessed by a travel agency will depend on the volume, type of travel and payment method used.

To minimize travel agency fees, it is recommended that ministries/offices book directly with the air carrier for common short haul flights (i.e., harbour to harbour, Victoria airport/Vancouver airport, etc.), if the trip is not part of a larger trip itinerary.

Thanks.

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: Debra.Janke@gov.bc.ca

Website: <http://www.min.fin.gov.bc.ca>

Serving all Ministers' Offices and the Office of the Premier

BLUEBIRD CAB #131
2ND FL 2612 QUADR V8T4E4
VICTORIA BC
27062208
TM2706220801

SALE

Batch #: 059
03/09/20 ☒

RRN: 0010590010
07:45:23
REF#: 00000001

APPR CODE: 080431
MASTERCARD

*****NR

Chip
/

Mastercard
AID: A0000000041010

AMOUNT

\$12.70

s.22

00 APPROVED

Retain this copy for your
records

CUSTOMER COPY

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD

NR

CARD TYPE

INTERAC

ACCOUNT TYPE

FLASH DEFAULT

DATE

2020/03/09

TIME

2499 09:00:33

CLERK ID

7

INVOICE #

111

RECEIPT NUMBER

H85023846-001-253-003-0

PURCHASE

AMOUNT

\$6.25

s.22

Interac

A0000002771010

7D70856BDC1F8D81

8080008000-

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
TVM01112
Mon 09 Mar 20 03:28PM

Payment Type: DEBIT
Purchase: 3 Zone Ticket

Product Price: \$ 5.75

Compass Ticket #: *****

NR

Debit Card #: *****

Auth #: 182839
Ref #: TUU458558TZN
Receipt #: 123395

Card Entry: Chip
AID: A00000002771010
TVR: 8080008000
TSI: 7800

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

Thank You!

CORPORATE CARD

Account Number XXXX XXXX XXXX NR ✓
Account Name JASON CRAIK

Statement Date NR

Previous Balance
Purchases
Cash Advances
Fees
Adjustments
Payments
Closing Balance

Balance Due
Payment Due Date

CONTACT

General Inquiries
Lost/Stolen Cards

TOLL FREE CALLS CANADA & US	OUTSIDE CANADA & US (CALL COLLECT)
1-855-825-9232	514-881-3808
1-844-316-3760	514-881-3808

PERIOD COVERED BY THIS STATEMENT

Feb. 10, 2020 - Mar. 3, 2020

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
✓ Feb. 27	Mar. 2	AIR CAN* NR AIRCANADA.COMMB	53.55
✓ Feb. 27	Mar. 2	AIR CAN* AIRCANADA.COMMB	105.00

NR

Report any items which do not agree with your records within 30 days of the statement date.

Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.

Page 1 of 2



Booking Confirmation

Booking Reference: NR

Date of issue: 07 Feb, 2020

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.

- Flight 1

Economy - Standard

Monday
09 Mar, 2020

18:45
Vancouver
Vancouver Int. (YVR),
Terminal M



19:40
Penticton
(YYF),
British Columbia

AC8354

0hr55
Economy W
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

- Flight 2

Economy - Comfort

Friday
13 Mar, 2020

12:45
Penticton
(YYF),
British Columbia



13:40
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8355

0hr55
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

Friday
13 Mar, 2020

15:10
Vancouver
Vancouver Int. (YVR),
Terminal M



15:39
Victoria
Victoria Int. (YYJ),
British Columbia

AC8071

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

Passengers

Jason Craik
Ticket number
NR

Seats
AC8354
AC8355
AC8071

NR

Purchase summary

Your refund	1 adult	Your additional charges	1 adult
Air transportation charges		Air transportation charges	
Base fare		Base fare	
Jason Craik (ADT)	0.00	Jason Craik (ADT)	51.00
Taxes, Fees and Charges	0.00	Taxes, Fees and Charges	
Subtotal	0.00	Goods and Services Tax - Canada - 100092287 RT0001	2.55
Travel Options	0.00	Subtotal	53.55
Seat selection	0.00	Change Fee	105.00
TOTAL REFUND	\$0.00	Travel Options	0.00
		Seat selection	0.00
		TOTAL CHARGES	\$158.55

Your additional charges

An additional charge of \$158.55 CAD applies. A payment card will be required at time of purchase. Additional charges and change fees will appear on your statement as separate transactions.

Change Fees charged in relation to Canadian domestic flights which are subject to GST/HST, include the GST/HST. Change Fees charged in relation to flights in Canada originating from Quebec which are subject to the GST and the QST, include the GST and the QST. Change Fees charged in relation to flights originating in Canada with a destination to the United States (except Hawaii) and subject to the GST, include the GST. If you require a receipt with a tax breakdown, to please contact Air Canada's Call Centre.



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.

*Note - AC flight
from Vancouver
to Victoria
has been
cancelled last
minute!*



Rental AgreementNR

Invoice #

Renter Information**Renter Name**

JASON CRAIK ✓

Renter Address

s.22

Contract

EMERALD CLUB MEMBERS

Rental Credits

1 credit has been awarded for this rental

Vehicle Information**FIESTA 4DR SE**

License #:s.22

State/Province: AB

Unit #: 7S60KV

Vehicle #: KM124737

Vehicle Class Driven

Compact Car 2 or 4-Door/Automatic/Air

Vehicle Class Charged

Compact Car 2 or 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 18,125 Ending: 18,367

Total: 242

Trip Information**Pickup**

Tuesday, March 10, 2020 7:01 AM

YYF NAT (YYF) →

3000 AIRPORT RD ✓

106

PENTICTON, BC V2A 8X1

CAN

Return

Tuesday, March 10, 2020 7:13 PM

YYF NAT (YYF) →

3000 AIRPORT RD

106

PENTICTON, BC V2A 8X1

CAN

Renter Charges

Rental Rate	Time & Distance 1 Day at 73.00 CAD / Day	73.00 CAD
	Excess Distance Charge 42 Distance at 0.15 CAD / Distance	6.30 CAD
	Free Distance	Included

Taxes and Fees	Vif Rec 1.07/day (1.07 CAD / Day)	1.07 CAD
	Airport Access Fee 9.29 Pct (9.29%)	7.47 CAD
	Provincial Sales Tax (7.00%)	6.15 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Goods And Services Tax (5.00%)	4.47 CAD

Total 99.96 CAD

(Subject to audit)

Amount charged on March 10, 2020 to MASTERCARD

NR ✓

(99.96 CAD)

Amount Due

0.00 CAD ✓

Thank you for renting
with National Car Rental

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently

PETRO-CANADA
2903 SKAHA LAKE RD
PENTICTON
BC V2A 6G3
(250) 492-2502

GST 119335453
PST 10010601
PC0869564:7002701
TERMINAL: 017002755
PAYPOINT: 017002701

2020-03-10 ☒ 19:02

PUMP 05
REGULAR
LITRES L 22.573
PRICE/L \$ 1.189
FUEL SALES \$ 26.84*

TOTAL OWED \$ 26.84

TOTAL PAID
CREDIT CARD \$ 26.84

* GST INCL. \$ 1.28

MASTERCARD
*****NR C
AUTH 031642
PURCHASE
C 0010010010 00 027

MASTERCARD
A0000000041010
0000008000
E800
INVOICE 114908

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

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



eTicket Receipt

Prepared For
CRAIK/JASON MR ✓

RESERVATION CODE	NR
ISSUE DATE	13Mar20
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	NR

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
✓ 13Mar20	WESTJET WS 3295 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA Time 14:40 Terminal MAIN TERMINAL	VICTORIA BC, CANADA Time 15:14	Cabin PREMIUM ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis OA0D0PHS Not Valid Before 13MAR20 Not Valid After 13MAR20

Allowances

Baggage Allowance

YVR to YYJ - 2 Pieces WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YVR to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

YVR to YYJ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR ✓
Fare Calculation Line	YVR WS YYJ308.00CAD308.00END
Fare	CAD 308.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	CAD 16.36 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 5.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 348.73

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)



Rental Agreement^{NR}
Invoice #

Renter Information

Renter Name

JASON CRAIK ✓

Renter Address

s.22

Contract

EMERALD CLUB MEMBERS

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

ELANTRA GL AT SEDAN

License #: s.22

State/Province: BC

Unit #: 7PM75H

Vehicle #: YYJA1460

Vehicle Class Driven

Intermediate Car 2 or 4-Door/
Automatic/Air

Vehicle Class Charged

Compact Car 2 or 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 48,953 Ending: 48,981

Total: 28

**Thank you for renting
with National Car Rental**

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

Trip Information

Pickup

Friday, March 13, 2020

VICTORIA ARPT (YYJ) ✈

1640 ELECTRA BLVD

SUITE 132

VICTORIA, BC V8L 5V4

CAN

Return

Saturday, March 14, 2020 2:14 PM

VICTORIA DWTN DOUGLAS ST

767 DOUGLAS STREET

VICTORIA, BC V8W 2B4

CAN

Renter Charges

Rental Rate	Time & Distance 1 Day at 30.00 CAD / Day	30.00 CAD
Add-Ons	Discount (10.00%)	(3.00 CAD)
Taxes and Fees	Concession Recoup Fee 13.44pct (13.44%)	3.83 CAD
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD
	Goods And Services Tax (5.00%)	1.69 CAD
	Veh Lic Fee Recovery 1.50/day (1.50 CAD / Day)	1.50 CAD
	Provincial Sales Tax (7.00%)	2.26 CAD

Total

37.78 CAD

(Subject to audit)

Amount charged on March 14, 2020 to MASTERCARD

NR ✓

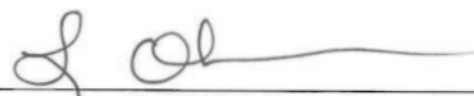
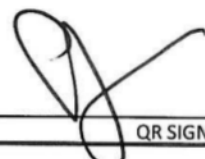
(37.78 CAD)

Amount Due

0.00 CAD ✓

PAYEE NAME: <u>Sam Godfrey</u>				SUPPLIER #: <u>NR</u>		SITE: _____		
CHEQUE MAILING ADDRESS: <u>Room 325-501 Belleville St. Victoria BC, V8W9E2</u>								
DESCRIPTION OF PURCHASE: <u>Lunch for Minister's on protest day. - Doug Routley - Lana Popham - Rachna Singh - Mitzi Dean</u>					DATE OF PURCHASE: _____ (DD-MMM-YYYY) <u>11/02/2020</u>			

AMOUNT (INCLUDING TAX)	GST AMOUNT	PST AMOUNT	TAX CODE <small>GST & PST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT
NR				130	29001	30000	6531	2900000
43.35								
<u>43.35</u>	<u>0.00</u>	TOTAL						

EXPENSE AUTHORITY (EA) INFORMATION <u>Lisa Oldham</u> EA PRINTED NAME BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.  EA SIGNATURE (if a non-Oracle user)	SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR) <u>Sam Godfrey</u> QR PRINTED NAME <small>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</small>  QR SIGNATURE
ADDITIONAL INFORMATION OR INSTRUCTIONS: 	

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

From: [Janke, Debra FIN:EX](#)
To: [Leppard, Brianna AGRI:EX](#); [Oldham, Lisa E AGRI:EX](#)
Subject: San Godfrey: Reimbursement Claim for Lunch Feb 11/20
Date: February 13, 2020 3:17:00 PM
Attachments: [GOD-20FEB11 GODFREY, SAM LUNCHEON.pdf](#)

Hi Lisa,

The attached claim for Sam has been paid today and the GST adjusted. For future reference this type of expense is considered a Discretionary item. Please see the excerpt from Core Policy.

C.19.3 Discretionary Expenditures

Ministry expense authority officers are to exercise care, and use sound judgement when authorizing discretionary ministry expenditures that are not required to meet program objectives. Examples include, but are not limited to: bottled water, plants, flowers for funerals, festive decorations, etc.

As expense authority officers are accountable for effective financial management, due regard must be given to the spirit and intent of the government's management and financial policies. Expense authority officers should be aware of the public perception with respect to the purchase of such items, and use the utmost discretion prior to initiating the expenditure.

To determine if unique circumstances exist that may warrant the purchase, any discretionary expenditure should be made in consultation with the ministry chief financial officer.

The charge must be justified and must withstand public scrutiny.

Thanks.

Debra

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: Debra.Janke@gov.bc.ca

Website: <http://www.min.fin.gov.bc.ca>

Serving all Ministers' Offices and the Office of the Premier

**BUSINESS EXPENSE APPROVAL**
for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Sam Godfrey

TELEPHONE NO.

(250) 387-1023

YYYY / MM / DD

DATE
SUBMITTED

2020/02/12

MINISTRY/DIVISION/BRANCH

Agriculture

LOCATION (CITY) OF EVENT

Victoria

START DATE
OF EVENT

YYYY / MM / DD

2020/02/11

END DATE
OF EVENT

YYYY / MM / DD

2020/02/11

SECTION 2 – NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Purchased lunch during Protest at Legislature on February 11, 2020 as access to the building was blocked off.

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

-Sam Godfrey

-Lana Popham

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY

STOB

AMOUNT

1. Meeting Room Rental

6531

2. Equipment/Furniture Rental

6531

3. Photocopying, Faxing, Telephone, etc.

6531

4. Food/Beverages for Meetings

☐ BREAKFAST☐ LUNCH☐ DINNER☐ SNACKS☐ COFFEE/TEA/JUICE, ETC.

6531

\$ 43.70

5. Business Meals in Restaurant

☐ BREAKFAST☐ LUNCH☐ DINNER

6531

6. Event Planners, Speakers, etc.

7. Travel Costs for Non-BC
Government Participants

8. Other:

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE

SERVICE LINE

PROJECT NO. (IF APPLICABLE) OR
ADDITIONAL CODING

29001

30000

2900000

EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the *Financial Administration Act* and related policies.

PRINT NAME OF EXPENSE AUTHORITY

Lisa Oldham

DATE SIGNED

YYYY / MM / DD

2020/02/12

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Sam Godfrey

QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to GPPM 4.3.2.

X

ESTIMATED TOTAL

\$ \$ 43.70

REIMBURSEMENT TOTAL



305-395 Menzies St.
VICTORIA, B.C. V8V 0C2
PHN: (250) 590-2062

2/11/2020 12:11:54 PM
s.22

MARINA-J3

\$3.00 Tx1

\$6.59

\$7.61 Tx1

s.22

\$4.69

*s.22

\$4.69

\$2.49 Tx1

\$2.49 Tx1

\$6.99 Tx1

\$3.50 Tx1

SUB TOTAL
GST

s.22

\$42.05 GST on \$26.08=\$1.30

TOTAL
Master

Item count: 11

2/11/2020 12:11:54 PM

MARINA-J3

Trans:213912

Terminal:050011021-008004

Feb 11 2020 12:13 pm

Trans# 213912

TRANSACTION RECORD

Card Number : *****NR

Card Type : MASTERCARD

Card Entry : CHIP

Trans Type : PURCHASE

Amount : s.22

Auth # : 090767

Sequence # : 009543

Reference # : 00000145

Term ID : 004

Date : 20/02/11

Time : 12:12:43

Approved

BY ENTERING A VERIFIED PIN, CARDHOLDER
AGREES TO PAY ISSUER SUCH TOTAL IN
ACCORDANCE WITH ISSUERS AGREEMENT WITH
CARDHOLDER

Application Label: MasterCard

AID: A0000000041010

TVR: 0000008000

TC : 8F9C9F0F6CB52F74

TSI: E800

*** CUSTOMER COPY ***

Trans:213912 Terminal:050011021-008004

SAVE TIME - ORDER YOUR SANDWICH
ON LINE

GET THE RED BARN APP TODAY

Visit our website at

www.redbarnmarket.ca

total claimed = \$42.05

GST on \$26.08 = 1.30

\$43.35

From: [Leppard, Brianna AGRI:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: Sam Godfrey BEA
Date: February 12, 2020 3:40:16 PM
Attachments: [Sam Godfrey BEA Feb 11.pdf](#)

Hi Debra,

As requested, please see attached.

Thank you!
Brianna

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: February 12, 2020 12:26 PM
To: Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>
Subject: RE: Sam Godfrey BEA

Hi Brianna,

Please complete a BEA for the lunches and have signed by the Expense Authority and Qualified Receiver.

Thanks.

Debra

From: Leppard, Brianna AGRI:EX
Sent: February 12, 2020 10:18 AM
To: Janke, Debra FIN:EX
Subject: Sam Godfrey BEA

Hi Debra,

Please see attached BEA for Sam Godfrey.

Thank you,
Brianna



Brianna Leppard
Administrative Assistant to the
Honourable Lana Popham
Minister of Agriculture
t 250.387.1023 f 250.387.1522