



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132923

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

<b>Name</b> Williams, Erica		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 387-6121	
<b>Client Organization</b> Municipal Affairs and Housing		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2020/04/27		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Orientation and Staffing MSR			<b>Headquarters</b> Coquitlam
<b>12. Mailing Address for Cheque</b>					

16. Travel Dates	17. Places Travelled			18. .55 kms Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2020	Coquitlam-Vic	1700	2359	67	36.85		74.70		123.01	
02/03	Vic	0800	2359		0.00			51.50	123.01	111.98 Phone Case
02/04	Vic - Coquitlam	0800	1800	67	36.85	74.70	51.50			
02/05	Coq-Van-Coq	0800	1200	81	44.55	23.00				
02/06	Coquitlam- Vic	1800	2359	67	36.85	74.70		125.11		
02/24	Vic	0800	2359		0.00		51.50	125.11		
02/25	Vic-Coquitlam	0800	2100	67	36.85	74.70	51.50			
02/26										

<b>TOTALS OF COLUMNS</b>	<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>
	\$ 191.95	\$ 321.80	\$ 206.00	\$ 496.24	\$ 111.98	\$ s.22

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
060	51057	54000	5701	510000	NR	\$ 1148.44
060	51057	54000	6325	5100000		\$ s.22
060	51057	54000	5702	5100000		**\$ 111.98
060						***\$ 67.55

<b>Less Travel Advance</b>						
060						

<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b>
					\$ 1327.97
					\$ s.22

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



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## Audit Trail for Travel Voucher (Restricted Use) E132923 for Williams, Erica

1 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/04/27 15:20:41	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Williams, Erica Erica.Williams@gov.bc.ca	Saved	Williams, Erica Erica.Williams@gov.bc.ca

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

## Notes for Travel Voucher (Restricted Use) E132923 for Williams, Erica

1 note(s) returned.

Created On	Author	Note
2020/04/27 15:20:41	Rayner, Jena NR Jena.Rayner@gov.bc.ca	02/03 Coq-Vic: mileage, ferry, hotel 02/04 Vic: orientation, new cellphone case for work phone, hotel, full day PD 02/05 Vic-Coq: mileage, ferry, full day PD 02/06 Coq-Van-Coq: staffing MSR at VCO, mileage, parking 02/24: mileage, ferry, hotel 02/25: staffing MSR, hotel, full day PD 02/26: mileage, ferry, full day PD.

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



Reservation # NR

Send To **Williams, Erica** ✓  
Po Box 9056 - Room 310  
Station Prov Govt  
Victoria, BC, V8W 9E2, CA  
Phone 604-933-2001

Guest Name Williams, Erica

Arrival Date  
02/03/2020Departure Date  
02/05/2020

Room Information NR

King

Bill To ✓ Williams, Erica  
Po Box 9056 - Room 310  
Station Prov Govt  
Victoria, BC, V8W 9E2, CA  
604-933-2001

Folio Number NR

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
02/03/2020	Provincial Government 2020	NR	✓ 105.00
02/03/2020	GST		5.30
02/03/2020	PST - Accommodation		8.48
02/03/2020	Municipal Hotel Tax		3.18
02/03/2020	Destination Marketing Fee		1.05
02/03/2020	Ecostay Fee		2.00
02/03/2020	GST		0.10
02/04/2020	Provincial Government 2020		✓ 105.00
02/04/2020	GST		5.30
02/04/2020	PST - Accommodation		8.48
02/04/2020	Municipal Hotel Tax		3.18
02/04/2020	Destination Marketing Fee		1.05
02/04/2020	Ecostay Fee		2.00
02/04/2020	GST	NR	0.10
02/05/2020	Ecostay Fee	opt ou	-4.00
02/05/2020	GST	opt ou	-0.20
<b>Total Charges</b>			<b>246.02</b>
<b>Payments</b>			
02/05/2020	Visa	✓	-246.02
<b>Total Payments</b>			<b>✓ -246.02</b>

Balance Due ✓ 0.00

GST Registration #NR

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

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



Mayfair Shopping Centre  
 221-3147 Douglas Street  
 Victoria, BC V8Z-6E3  
 (250) 381-1358  
 GST/HST # 889301842 RT0001

Erica Williams  
 3147 Douglas St  
 Member ID: NR

82305	Case Otter iPhn 7/8 Symmetry BK	\$59.99 ✓
	Sales Associate: Adam S	
82569	Screen Prot iShieldz Temp Gls 1P6/6s/7/8	\$39.99 ✓
	Sales Associate: Adam S	
SubTotal		\$99.98
	5.000% GST	\$5.00
	7.000% PST BC	\$7.00
TOTAL		✓ \$111.98
MasterCard		
	Card number: *****NR	\$111.98
	Authorization 074591	

-----TRANSACTION RECORD-----  
 RETAIN THIS COPY FOR YOUR RECORDS  
 MAYFAIR SHOPPING CENTRE  
 3147 DOUGLAS ST UNIT 221  
 VICTORIA, BC  
 RETLR 30410701 00304107  
 CARD: MASTERCARD SLIP# 476300  
 NO. \*\*\*\*\*NR  
 (BA/CH# + SEQ#): 443 002  
 DATE 02/04/2020 CA1 TIME 17:49:15  
 AID: A0000000041010  
 APPL.: MASTERCARD  
 \*\* PURCHASE \*\*  
 \$ 111.98 C

**COAST VISA DESJARDINS MODULO GOLD**

Statement Date	Day	Month	Year	AA YBC MCB	Due Date	Day	Month	Year
	25	02	2020			20	03	2020

ERICA DAWN WILLIAMS ✓  
s.22

Account Number s.22 ✓	
Minimum payment on regular transactions s.22	New Regular Balance s.22
+	
Accord D financing Instalment s.22	The amount paid will be applied to your regular balance
=	
Minimum Payment Due s.22	Amount Paid

STATEMENT DATE Day 25 Month 02 Year 2020



s.22

► **REGULAR TRANSACTION SUMMARY**

Available Credit Limit : s.22  
Authorized Credit Limit :

Annual Interest Rate  
10.90%

Previous Balance	s.22
Purchases / Debits	+
Cash Advances	+
Credit Charges (Interest on Purchases)	+
Credit Charges (Interest on Cash Advances)	+
Accord D financing Instalment	+
Payments / Credits	-
New Regular Balance	=

Authorized Accord D financing Credit Limit : 0

Due Date: Day 20 Month 03 Year 2020

Please make this minimum payment or more.

Minimum Payment Due:

Minimum payment on regular transactions s.22	Accord D financing Instalment	Past Due	Minimum Payment Due
---	-------------------------------	----------	---------------------

► **REGULAR TRANSACTION DETAILS**

Transactions made with the card of: ERICA DAWN WILLIAMS							Card: s.22	
Transaction Date		Posting Date		Transaction Number	Description	Amount		
D	M	D	M					
s.22								
*	03	02	03	02	006	BCF - TSAWWASSEN VICTORIA BC ✓ 74.70		
	03	02	03	02	007	BCF - COASTAL RENAISSANCEVICTORIA BC ✓ 17.30		
*	05	02	05	02	008	BCF-SWARTZ BAY VICTORIA BC ✓ 74.70		
	05	02	06	02	009	NR VICTORIA BC 246.02		
	06	02	07	02	010	VINCI PARK - CANADA PLACEVANCOUVER BC ✓ 23.00		
s.22								
*	24	02	24	02	014	BCF - TSAWWASSEN VICTORIA BC ✓ 74.70		
	24	02	24	02	015	BCF - BC, SPIRIT OF VICTORIA BC 14.06		
s.22								

## Coast VISA Desjardins Modulo GOLD

s.22

### Information as at 5 MAR 2020

#### Details and balance

Previous statement date	25 FEB 2020
Due date	20 MAR 2020
Minimum payment due	s.22
Previous statement balance	
Authorized credit limit	
Available credit <sup>1</sup>	
Latest transactions	
Balance	

1. This amount could include funds set aside to cover a possible overdraft cash advance.

#### Accord D financing credit limit

Authorized credit limit s.22

### Transactions for: ERICA DAWN WILLIAMS - s.22

Show: Last statement ▼

Date ▼	Description	Amount (\$)
--------	-------------	-------------

s.22

* 26 FEB 2020	BCF-SWARTZ BAY VICTORIA BC	74.70
---------------	----------------------------	-------

s.22

Total billed transactions (\$) : s.22

Current balance (including unbilled authorized transactions) (\$) :

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## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 5  
Entered: 02/06/2020 10:03  
Exited: 02/06/2020 12:37  
Ticket Number: 98887  
Transaction Number: 75513  
Rate: A  
Parking Fee: \$23.00

-----  
Total Fee: \$23.00  
Fee Paid: \$23.00  
Visa  
XXXXXXXXXXXXNR  
Approval Number: 066314

Thank you for visiting  
Canada Place  
Above amount includes 5% GST  
GST# 120996035RT0006

**Reservation #** NR

**Send To** Williams, Erica  
 Po Box 9056 - Room 310  
 Station Prov Govt  
 Victoria, BC, V8W 9E2, CA

**Phone** 604-933-2001

**Guest Name** Williams, Erica  
 CSA APPROVED HOTEL AND RATE

**Arrival Date**  
 02/24/2020

**Departure Date**  
 02/26/2020

	<b>Room Information</b>	NR	<u>King</u>
<b>Bill To</b>	Williams, Erica Po Box 9056 - Room 310 Station Prov Govt Victoria, BC, V8W 9E2, CA 604-933-2001		

Folio Number	NR		
Trans Date	Description	Voucher	Amount
<b>Charges</b>			
02/24/2020	Provincial Government 2020	NR	105.00
02/24/2020	GST		5.30
02/24/2020	PST - Accommodation		8.48
02/24/2020	Municipal Hotel Tax		3.18
02/24/2020	Destination Marketing Fee		1.05
02/24/2020	Ecostay Fee		2.00
02/24/2020	GST		0.10
02/25/2020	Provincial Government 2020		105.00
02/25/2020	GST		5.30
02/25/2020	PST - Accommodation		8.48
02/25/2020	Municipal Hotel Tax		3.18
02/25/2020	Destination Marketing Fee		1.05
02/25/2020	Ecostay Fee		2.00
02/25/2020	GST		0.10
<b>Total Charges</b>			<b>250.22</b>
<b>Payments</b>			
02/26/2020	Visa		-250.22
<b>Total Payments</b>			<b>-250.22</b>

**Balance Due 0.00**

GST Registration #NR

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

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



Where ideas work

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Control No.

E132496

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<b>Name</b> Ducker, Jayne				<b>Employee ID</b> NR				<b>Phone Number</b> NR																																																																																																			
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2020																																																																																																											
01/20	Vic-Van-PG(AC)	1200	2359	27	14.85		H-	25.75	157.76	29.00	Parking @ YYJ																																																																																																
01/21	PG-Van-Vic(AC)	0600	1930	27	14.85		F-L	41.00																																																																																																			
PCARD																																																																																																											
<b>TOTALS OF COLUMNS</b>				<b>36.</b>	<b>37.</b>		<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>																																																																																																	
				\$ 29.70	\$ 0.00		\$ 66.75	\$ 157.76	\$ 29.00	\$ 283.21																																																																																																	
<b>48. Client Code</b>		<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>			<b>Amount</b>																																																																																																		
060		46001	48000	5711	4600000	NR			\$ 283.21																																																																																																		
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<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b>																																																																																																	
										\$ 283.21																																																																																																	
<b>45. Employee Signature (See Audit Trail)</b>						<b>Print Name</b>			<b>Date Signed</b>																																																																																																		
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.																																																																																																											
<b>56. Spending Authority Signature (See Audit Trail)</b>						<b>Print Name</b>			<b>Date Signed</b>																																																																																																		
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																																																																											
<b>57. Payment Authority Signature (See Audit Trail)</b>						<b>Print Name</b>			<b>Date Signed</b>																																																																																																		
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																																																																											

**Audit Trail for Travel Voucher (Restricted Use) E132496 for Ducker, Jayne**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/01/24 11:04:34	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Ducker, Jayne Jayne.Ducker@gov.bc.ca	Saved	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2020/01/24 11:07:12	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Ducker, Jayne Jayne.Ducker@gov.bc.ca	Notified	Ducker, Jayne Jayne.Ducker@gov.bc.ca
2020/01/24 14:08:57	Ducker, Jayne NR Jayne.Ducker@gov.bc.ca		Approved	White, Christine Christine.White@gov.bc.ca
2020/01/24 14:09:56	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132496 for Ducker, Jayne

1 note(s) returned.

Created On	Author	Note
2020/01/24 11:04:34	Rayner, Jena NR Jena.Rayner@gov.bc.ca	01/20 Vic-Van-Prince George: Mileage to airport + 2 day parking fee, Air Canada flight , hotel stay, half day PD 01/21 Prince George-Van-Vic: Staffing MSR at meetings in PG, Air Canada flight, full day PD minus lunch.

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ROBBINS PARKING  
VICTORIA AIRPORT

Terminal#:1 Cashier#:30  
20/01/2020 12:41  
21/01/2020 18:43 - 1 06:02  
203013886 / #013654  
Rate 3 : \$ 29.00  
SUBTOTAL : \$ 27.62  
GST : \$ 1.38  
TOTAL : \$ 29.00  
CREDIT : \$ 29.00

C  
Interac CHEQUING  
Seq 000151 010  
Purchase 20/01/21 18:43:36  
Auth 674310  
A0000002771010  
8080008000  
7800  
Approved /

IMPORTANT-retain this copy  
for your record /  
IMPORTANT - conserver cette copie  
pour vos dossiers

- PARKING RECEIPT -  
GST#104-567-276 RT001

CSA APPROVED HOTEL

**Ms Jayne Ducker**Victoria BC V8V 1X4  
CANADA

# Invoice

Invoice date 1/21/2020  
 Invoice number NR  
 Our reference  
 GST Number

Guest	Ms Jayne Ducker	Arrival	1/20/2020	Departure	1/21/2020	Room	NR
Date	Description	Quantity	Unit Price				Total ()
1/20/2020	Room Charge	1	136.00				136.00
1/20/2020	GST Taxes	1	6.80				6.80
1/20/2020	Hotel Room Tax 8%	1	10.88				10.88
1/20/2020	Municipal Room Tax 3%	1	4.08				4.08
<b>Total invoice</b>							<b>157.76</b>
							-157.76
<b>Total Paid</b>							<b>-157.76</b>
<b>Total Due</b>							<b>0.00</b>

1/21/2020 VS \*\*\*NR Auth: 063947

Total GST 6.80

NR

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

Signature X

---

Please complete the online TripAdvisor survey at [www.tripadvisor.ca](http://www.tripadvisor.ca) and you will be entered to win a \$ 100.00 gift certificate.

**From:** [Rayner, Jena MAH:EX](#)  
**To:** [Laird, Patricia FIN:EX](#)  
**Subject:** FW: Pages from Scan\_20200124 (2).pdf  
**Date:** January 27, 2020 8:53:39 AM  
**Attachments:** [image001.png](#)  
[Pages from Scan\\_20200124 \(2\).pdf](#)

---

Hi Pat, Please see Minister Robinson's note for approval on the hotel cost for Jayne's expenses for Prince George.

Thank you

**Jena Rayner**

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

---

**From:** Robinson, Selina MAH:EX  
**Sent:** January 24, 2020 4:35 PM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Re: Pages from Scan\_20200124 (2).pdf

Yes.

This is approved.

Selina

Sent from my iPhone

On Jan 24, 2020, at 2:50 PM, Rayner, Jena MAH:EX <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)> wrote:

Good Afternoon Minister,

Attached is the hotel receipt from the NR for Jayne's expenses. It needs your approval as it is slightly over the CSA amount. If you could please send me back a note with your approval I will get it to FIN.

Thank you

**Jena Rayner**

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

---

**From:** Laird, Patricia FIN:EX <[Patricia.Laird@gov.bc.ca](mailto:Patricia.Laird@gov.bc.ca)>  
**Sent:** January 24, 2020 2:24 PM  
**To:** Rayner, Jena MAH:EX <[Jena.Rayner@gov.bc.ca](mailto:Jena.Rayner@gov.bc.ca)>  
**Subject:** Pages from Scan\_20200124 (2).pdf

Hi Jena,

Can I get the Minister to sign off on the hotel please it is over the CSA amount see below for that hotel. I will still process the claim in the meantime.

Thank you Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

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



## Booking Confirmation

Booking Reference: NR

Date of issue: 06 Jan, 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.

### Depart

Economy - Standard


Monday  
20 Jan, 202017:25  
**Vancouver**  
Vancouver Int. (YVR),  
Terminal M18:41  
**Prince George**  
(YXS),  
British Columbia  
AC82111hr16  
Economy A  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400  
Air Canada Bistro

### Return

Economy - Standard

Tuesday  
21 Jan, 202019:15  
**Prince George**  
(YXS),  
British Columbia20:34  
**Vancouver**  
Vancouver Int. (YVR),  
Terminal M  
AC82141hr19  
Economy A  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400  
Air Canada Bistro

## Passengers

 **Selina Robinson**  
Ticket Number  
NRSeats  
AC8211 NR  
AC8214



## Purchase summary

### MasterCard

\*\*\*\*\*NR

Amount paid: \$472.76

### Tax information

GST no. 10009-2287 RT0001 \$22.51

1 adult

### Air Transportation Charges

Base Fare - Depart - Economy - Standard	185.00
Base Fare - Return - Economy - Standard	175.00
Surcharges	24.00

### Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	21.41
Airport Improvement Fee - Canada	30.00
Total before options (per passenger)	<u>\$449<sup>66</sup></u>

### Seat selection

Selina Robinson	
AC8214:NR	11.00
AC8211:	11.00
Goods and Services Tax - Canada - 100092287 RT0001	1.10
Total with options and seat selection fee:	<u>\$472<sup>76</sup></u>

**GRAND TOTAL (Canadian dollars)** **\$472<sup>76</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

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

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

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

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

**15**  
minutes

### Boarding gate deadline

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

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



## Booking Confirmation

Booking Reference: NR

Date of issue: 06 Jan, 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.

### Depart

Economy - Standard

Monday  
20 Jan, 2020

17:25

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

18:41

**Prince George**  
(YXS),  
British Columbia  
AC8211

1hr16

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

### Return

Economy - Standard

Tuesday  
21 Jan, 2020

19:15

**Prince George**  
(YXS),  
British Columbia

20:34

**Vancouver**  
Vancouver Int. (YVR),  
Terminal M  
AC8214

1hr19

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

## Passengers

 **Selina Robinson**Ticket Number  
NR

Seats

AC8211 NR  
AC8214





## Purchase summary

### MasterCard

\*\*\*\*\*NR

Amount paid: \$472.76

### Tax information

GST no. 10009-2287 RT0001 \$22.51

1 adult



### Air Transportation Charges

Base Fare - Depart - Economy - Standard	185.00
Base Fare - Return - Economy - Standard	175.00
Surcharges	24.00



### Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	21.41
Airport Improvement Fee - Canada	30.00
Total before options (per passenger)	<b>\$449<sup>86</sup></b>



### Seat selection

Selina Robinson	
AC8214: NR	11.00
AC8211:	11.00
Goods and Services Tax - Canada - 100092287 RT0001	1.10

Total with options and seat selection fee: **\$472<sup>76</sup>**

**GRAND TOTAL (Canadian dollars) \$472<sup>76</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

### Recommended check-in time

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

**45**

minutes<sup>1</sup>

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

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

**15**

minutes

### Boarding gate deadline

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

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



## Control No.

E132635

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

<b>5. Date Completed</b> 2020/02/21	<b>6. Fiscal Year</b> 2020	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Staffing MSR- tours and announcements		<b>Headquarters</b> Victoria

12. Mailing Address for Cheque	
--------------------------------	--

Room 310 Parliament Buildings Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2020											
01/17	Vic-Van (HJ)	1530	1700		0.00	✓ ** 10.00		0.00			
01/30	Van-Kelowna (AC)	0600	2359		0.00		F-	** 51.50	** 177.12	** 79.31	car rental
01/31	Kelowna-Van (AC)	0800	1700		0.00	** 23.46	F-BLI	** 18.25			(Enterprise-01/30-01/31)
02/03	Van- Vic (HJ)	1600	1730		0.00	(Gas & parking)		0.00			
02/07	Vic - Van (HJ)	1200	1330		0.00	7.00		0.00			
02/10	Van-Vic	1600	1730		0.00			0.00			
02/13	Vic- Van (HJ)	1530	1700		0.00	7.90		0.00			
	PCARD										

[illegible]

48.	Client Code 022 060 022 022 022	49.	Resp. 3200151057	50.	Service Line 3400054000 54000	51.	STOB 57135702 5701	52.	Project 27298225100000 5100000	45.	Supplier Code NR	Amount \$359.64 \$14.90
-----	---	-----	---------------------	-----	-------------------------------------	-----	--------------------------	-----	--------------------------------------	-----	---------------------	-------------------------------

[illegible]

	AMOUNT DUE TO EMPLOYEE		54.	\$ 374.54
--	------------------------	--	-----	-----------

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
--	-------------------	--------------------

57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
---	-------------------	--------------------

**Audit Trail for Travel Voucher (Restricted Use) E132635 for Henry, Molly**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/02/21 16:09:25	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2020/02/21 16:09:46	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2020/02/23 16:59:29	Henry, Molly NR Molly.Henry@gov.bc.ca		Approved	White, Christine Christine.White@gov.bc.ca
2020/02/24 08:41:37	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E132635 for Henry, Molly

1 note(s) returned.

Created On	Author	Note
2020/02/21 16:09:25	Rayner, Jena NR Jena.Rayner@gov.bc.ca	01/17 Vic-Van: cab to Helijet (staffing MSR for the week) 01/30 Van-Kelowna: Air Canada flight, car rental for the 2 days, Hotel, full day PD 01/31 Kelowna-Van: parking for event and gas for rental, air Canada flight, full day minus dinner PD. 02/07 Vic to Van- cab to Helijet (staffing MSR) 02/13 Vic to Van- cab to Helijet (staffing MSR)

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# Bluebird Cabs Ltd.

250-382-2222 1-800-665-7055 250-382-3611

01/17/20

DISPATCH

SERVING  
GREATER VICTORIA  
SINCE 1946

ACCOUNTS

Date 01/17/20 Amount \$ 10.25  
From BC Leg. To Hotel  
Driver 853 Car # 63

\$10.00

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

NR

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

Molly Henry ✓  
 pls complete  
 Victoria BC v8v1x4  
 Canada

Room: NR  
 Folio:  
 Cashier: 105  
 Arrival: 01-30-20  
 Departure: 01-31-20 ✓  
 Reference:

Date	Description	Additional Information	Charges	Credits
01-30-20	Room Charge		132.00	
01-30-20	Rooms GST		6.60	
01-30-20	Rooms Hotel Room Tax		10.56	
01-30-20	Rooms Municipal Tax		3.96	
01-30-20	Parking		24.00	
01-31-20	Master Card	XXXXXXXXXXXXNR	XX/XX	177.12
GST Summary			Total	177.12 ✓ 177.12
Registration No: NR			Balance Due	✓ 0.00 CDN
Room	6.60	Room	0.00	
F&B	0.00	F&B	0.00	
Other	1.14	Other	0.00	
<b>Total</b>	<b>7.74</b>	<b>Total</b>	<b>0.00</b>	

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

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

Molly Henry  
pls complete  
Victoria BC v8v1x4  
Canada

Room: NR  
Folio:  
Cashier: 105  
Arrival: 01-30-20  
Departure: 01-31-20  
Reference:

Date	Description	Additional Information	Charges	Credits
01-30-20	Room Charge		132.00	
01-30-20	Rooms GST		6.60	
01-30-20	Rooms Hotel Room Tax		10.56	
01-30-20	Rooms Municipal Tax		3.96	
01-30-20	Parking		24.00	
01-31-20	Master Card	XXXXXXXXXXXX NR XX/XX		177.12
<b>GST Summary</b> NR			<b>Total</b>	<b>177.12</b>
Registration No:			<b>Balance Due</b>	<b>0.00 CDN</b>
Room	6.60	Room	0.00	
F&B	0.00	F&B	0.00	
Other	1.14	Other	0.00	
<b>Total</b>	<b>7.74</b>	<b>Total</b>	<b>0.00</b>	

Guest Signature:  MINISTER ROBINSON'S SIGNATURE

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



Rental Agreement<sup>NR</sup>  
Invoice #

## Renter Information

### Renter Name

MOLLY HENRY ✓

### Renter Address

NR

### Contract

BC GOVERNMENT DAILY

## Vehicle Information

4X4 DOUBLE CAB 6.6 FT. BOX 143.5 IN

License #: s.22

State/Province: AB

Unit #: 7S1DPW

Vehicle #: K1168908

### Vehicle Class Driven

Pickup 4-Door/Automatic/Air

### Vehicle Class Charged

Intermediate Car 2 or 4-Door/ ✓

Automatic/Air

### Odometer Mileage/Kilometers

Starting: 22,307 Ending: 22,350

Total: 43

Thank you for renting  
with Enterprise Rent-A-  
Car

### 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

## Trip Information

### Pickup

Thursday, January 30, 2020 9:30 AM

### Start Charges

Thursday, January 30, 2020 9:32 AM

KELOWNA INTL ARPT (YLW) ✈

11 - 5533 AIRPORT WAY

KELOWNA, BC V1V 1S1

CAN

### Return

Friday, January 31, 2020 2:01 PM

KELOWNA INTL ARPT (YLW) ✈

11 - 5533 AIRPORT WAY

KELOWNA, BC V1V 1S1

CAN

## Renter Charges

Rental Rate	Time & Distance 2 Day at 34.00 CAD / Day	68.00 CAD
	Free Distance ✓	Included
Coverages	Collision Damage Waiver Full	Included
Taxes and Fees	Concession Fee Recovery 13.64 Pct	Included
	Provincial Sales Tax (7.00%)	4.76 CAD
	Goods And Services Tax (5.00%)	3.55 CAD
	Vlf Rec 1.10/day	Included
	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	3.00 CAD

**Total 79.31 CAD**

(Subject to audit)

Amount charged on January 31, 2020 to MASTERCARD  
NR (79.31 CAD)

**Amount Due 0.00 CAD**



THANK YOU

LOYALTY: NO

DON'T MISS OUT ON  
GREAT REWARDS! EARN  
ESSO EXTRA OR PC  
OPTIMUM POINTS ON  
ELIGIBLE FUEL, CAR  
WASH AND CONVENIENCE  
STORE PURCHASES!

CARDS ARE FREE  
IN-STORE!

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:  
NR

4 90311 02040 6

MISSED EARNING  
LOYALTY POINTS ON  
THIS TRANSACTION?  
PRESENT BARCODE  
INSTORE AT THIS  
LOCATION WITHIN 7  
DAYS OF PURCHASE  
TO ADD LOYALTY.

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS

- CUSTOMER'S COPY -

GAS FOR CAR RENTAL

## TRANSACTION RECORD

KELOWNA AIRPORT PLAZ

\*\*\*\*\*

5508 AIRPORT WAY, UNIT  
KELOWNA BC V1V 1S1

### ESSO EXPRESS PAY

2020-01-31 13:52:37

TRANS #: 402040

STATION#: 00319031

GST #: R726044092

GSTU #: R726044092

PUMP 6

EREG \$ 22.46

17.557L AT \$1.279/L

GST INCLUDED \$ 1.07

TOTAL : CAD\$ 22.46

TYPE: PURCHASE

UISA

\*\*\*\*\*NR

REFERENCE #:

66442043 0010016390C

INVOICE NO: 139326

AUTH: 03733F

UISA CREDIT

A0000000031010

0080008000

F800

VERIFIED BY PIN

01/027 APPROVED

Thank You  
City of Kelowna  
EXPIRE TIME  
**2020-01-31**  
**1:25 pm**  
ENTRY 12:37 pm 2020-01-31  
Location: Lawrence 602  
Coin  
Fee Paid \$1.00  
PLATE: s.22

\*GAS AND PARKING  
\$23.46

BLUEBIRD CABS #92  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR ✓  
CARD TYPE VISA ✓  
DATE 2020/02/13 ✓  
TIME 1700 15:20:31  
RECEIPT NUMBER  
H85003573-001-014-062-0

PURCHASE  
AMOUNT \$7.90 ✓  
s.22

-----  
Visa Credit  
A00000000031010  
DF2712249C03349F  
00000000000-

**APPROVED**

AUTH# 00956F 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUEBIRD CAB #006  
2ND FL 2612 QUADR V8T4E4  
VICTORIA BC  
27061713  
TM2706171301

**SALE**

✓ Batch #: 005 RRN: 0010050130  
02/07/20 12:06:33  
REF#: 00000013

APPR CODE: 09004F  
VISA Proximity  
\*\*\*\*\*NR \*\*/\*\*  
Visa Credit  
AID: A0000000031010

**AMOUNT** \$7.00 ✓  
s.22

**00 APPROVED**

Retain this copy for your  
records

CUSTOMER COPY

**Rayner, Jena MAH:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** February 11, 2020 12:17 PM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

**Customer Information**

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

**Booking #NR**

**Friday, January 17, 2020**

**722**

**15:50 Victoria Harbour (Downtown)**

**16:25 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Molly Henry, Female**

**Add to Calendar**

**Invoice #NR**

FARE-YWH-FULL\_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

**Grand Total \$350.00**

**On Account \$350.00**

Date / Time January 17, 2020 @ 3:27:33 PM

Summary 160125

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

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

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

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

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

GST#:  
R102320165

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

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

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

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure, at no charge. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable with a \$50 change fee; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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



NR

## Booking Confirmation

Booking Reference: NR

Date of issue: 21 Jan, 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.

### - Depart

Economy - Standard

Thursday  
30 Jan, 202008:05  
**Vancouver**  
Vancouver Int. (YVR),  
Terminal M09:01  
**Kelowna**  
(YLW),  
British Columbia  
AC84100hr56  
Economy Q  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400  
Air Canada Bistro

### - Return

Economy - Standard

Friday  
31 Jan, 202014:50  
**Kelowna**  
(YLW),  
British Columbia15:50  
**Vancouver**  
Vancouver Int. (YVR),  
Terminal M  
AC84171hr00  
Economy H  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400  
Air Canada Bistro

## Passengers

 <b>Selina Robinson</b>	<b>Seats</b>
<b>Ticket Number</b>	AC8410 NR
<b>NR</b>	AC8417
 <b>Molly Henry</b>	<b>Seats</b>
<b>Ticket Number</b>	AC8410
<b>NR</b>	AC8417

## Purchase summary

**MasterCard**  
 \*\*\*\*\*NIP  
 Amount paid: \$1262.62  
**Tax information**  
 GST no. 10009-2287 RT0001 \$60.12

2 adults

### Air Transportation Charges

Base Fare - Depart - Economy - Standard	247.00
Base Fare - Return - Economy - Standard	269.00
Surcharges	24.00

### Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	28.96
Airport Improvement Fee - Canada	25.00
Total before options (per passenger)	<u>\$608<sup>21</sup></u>
Number of passengers	X 2

### Seat selection

Selina Robinson	
AC8410: NR	11.00
AC8417:	11.00
Molly Henry	
AC8410: NR	11.00
AC8417:	11.00
Goods and Services Tax - Canada - 100092287 RT0001	2.20
Total with options and seat selection fee:	<u>\$1262<sup>62</sup></u>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$1262<sup>62</sup></b>



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

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

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

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

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

**15**  
minutes

### Boarding gate deadline

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

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

**Rayner, Jena MAH:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** January 28, 2020 9:29 AM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

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

### Booking NR

**Monday, February 3, 2020**

**725**

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

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

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Molly Henry, Female**

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

Invoice #NR

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

Friday, February 7, 2020

Invoice NR

716

12:25 Victoria Harbour (Downtown)

13:00 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Molly Henry, Female

[Add to Calendar](#)

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

Monday, February 10, 2020

Invoice NR

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

35 minutes

FARE-YWH-FULL\_2020 \$357.14

+ GST \$17.86

Billing \$357.14

Taxes \$17.86

**Grand Total \$375.00**



**Rayner, Jena MAH:EX**

**From:** Passenger Services <PassengerServices@helijet.com>  
**Sent:** February 7, 2020 3:29 PM  
**To:** Rayner, Jena MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

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

### Booking NR

**Thursday, February 13, 2020**

**722**

**15:50 Victoria Harbour (Downtown)**

**16:25 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Molly Henry, Female**

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

Invoice NR

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.



## Control No.

E132890

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

<b>5. Date Completed</b> 2020/04/08		<b>6. Fiscal Year</b> 2020		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meeting with MSR					<b>Headquarters</b> Victoria				
<b>12. Mailing Address for Cheque</b> Room 310 Parliament Buildings Victoria, BC V8W 9E2											
<b>16. Travel Dates</b> 2020 03/17	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b> Van-Coquitlam	<b>Start</b> 1300	<b>End</b> 1700	<b>Km</b>	<b>Cost</b> 0.00	62.05	<b>Claim</b>	<b>Cost</b> 0.00		<b>Cost</b>	<b>Describe</b>
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 62.05		<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 62.05
<b>48. Client Code</b> 022 022 060 022 022	<b>49. Resp.</b> 32001 51057	<b>50. Service Line</b> 34000 54000		<b>51. STOB</b> 5713 5702	<b>52. Project</b> 2729822 5100000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 62.05		
<b>Less Travel Advance</b> 022											
					<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 62.05	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.					<b>Print Name</b>			<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E132890 for Henry, Molly**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/04/08 15:22:02	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2020/04/08 15:23:35	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Saved	Henry, Molly Molly.Henry@gov.bc.ca
2020/04/08 15:28:20	Rayner, Jena NR Jena.Rayner@gov.bc.ca	Henry, Molly Molly.Henry@gov.bc.ca	Notified	Henry, Molly Molly.Henry@gov.bc.ca
2020/04/08 15:57:17	Henry, Molly NR Molly.Henry@gov.bc.ca		Approved	White, Christine Christine.White@gov.bc.ca
2020/04/08 16:12:30	White, Christine NR Christine.White@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E132890 for Henry, Molly**

1 note(s) returned.

Created On	Author	Note
2020/04/08 15:23:35	Rayner, Jena NR Jena.Rayner@gov.bc.ca	03/17- Van to Coquitlam to Van- Took EVO car share to assist MSR with a call.

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BCAA  
Unit 205-332 Water St. Vancouver, BC V6B 1B6, Canada

Invoice #: NR

Date: 18/03/20

User name : s.22

Phone (local): 604-268-5594

Molly Henry

s.22

Invoice Statement	Net	PST	GST	PVRT	Price
Trip Charges	54.40	3.81	2.72	0.00	60.93 CAD
All-Access Fee	1.00	0.07	0.05		1.12 CAD
Total	<b>55.40</b>	3.88	2.77	0.00	62.05 CAD

### Trip Details

Date	2020.03.17 02:56 PM
Distance Driven	42.00 km
Driving Duration	3 hour(s) 23 mins 0 sec
Booking Duration	0 mins 0 sec

\*used this service due to  
COVID 19 virus, limited  
car rental services