



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132777

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 Vavrik, Anne E.				Employee ID NR				Phone Number NR					
Client Organization Social Development and Poverty Reduction				Job Title Executive Assistant				Travel Group Code 3					
5. Date Completed 2020/03/12			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Meetings					Headquarters Vancouver					
12. Mailing Address for Cheque s.22													
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	Cost	Describe
2020	Van to Vic (HJ)	1745	2359		0.00			F-BLI	18.25		139.42		
02/25	Vic to Van (HJ)	0700	1805		0.00			F-D	33.25				
02/26													
PCARD													
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total		
					\$ 0.00	\$ 7.80		\$ 51.50	\$ 139.42	\$ 0.00	---\$s.22		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. NR Supplier Code	Amount							
031	46001	48000	5701	4600000	NR	-\$s.22							
031						\$ 198.72							
031													
031													
Less Travel Advance													
031													
											54.		
											\$s.22		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E132777 for Vavrik, Anne E.

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/03/12 13:57:17	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Vavrik, Anne E. Anne.Vavrik@gov.bc.ca	Saved	Vavrik, Anne E. Anne.Vavrik@gov.bc.ca
2020/03/12 13:57:26	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Vavrik, Anne E. Anne.Vavrik@gov.bc.ca	Notified	Vavrik, Anne E. Anne.Vavrik@gov.bc.ca
2020/03/12 14:53:20	Vavrik, Anne E. NR Anne.Vavrik@gov.bc.ca		Saved	Vavrik, Anne E. Anne.Vavrik@gov.bc.ca
2020/03/12 14:53:49	Vavrik, Anne E. NR Anne.Vavrik@gov.bc.ca		Approved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2020/03/20 09:12:41	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132777 for Vavrik, Anne E.

1 note(s) returned.

Created On	Author	Note
2020/03/12 13:57:17	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Feb 25, 2020 - Van to Vic Helijet paid on AC PCard. Feb 25, 2020 - Took shuttle bus to hotel - no charge. Feb 25-26, 2020 - Stayed at hotel (\$139.42). Feb 26, 2020 - Took taxi from Legislature to Helijet (\$9.30). Feb 26, 2020 - Vic to Van Helijet paid on AC PCard.

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Ms Anne Vavrik
s.22

Min of Social Development & F

Room : NR
Arrival Date : 02/25/20
Invoice No. : NR
Folio No. :
Conf. No. :
Cashier No. : 12
Billing Date : 02/26/20
A/R Number

Date	Description	Debit	Credit
02/25/20	Room Charge	119.00	
02/25/20	Destination Marketing Fee	1.19	
02/25/20	Provincial Room Tax	13.22	
02/25/20	Room GST	6.01	
02/26/20	Visa XXXXXXXXXXXXX ^{NR} XX/XX		139.42
Room H/GST Total - 6.01		Total	139.42
Other H/GST Total - 0.00			139.42
H/GST # NR		Balance	0.00

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

E132777

BLUEBIRD CAB #96
2612 QUADRA STREET V8T4E4
VICTOR:A BC
23809129
TM2380912901

SALE

Batch #: 075 RRN: 0010750150
02/26/20 15:56:22

REF#: 00000015

APPR CODE: 08675F

VISA Chip
*****NR **/**

VISA CREDIT

AID: A0000000031010

AMOUNT \$7.80

s.22

00 APPROVED

Retain this copy for your
records

CUSTOMER COPY

Hixson, Taylor SDPR:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 12, 2020 1:34 PM
To: Hixson, Taylor SDPR:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Shane Simpson
	Company	Ministry Of Social Development

Booking NR [REDACTED]

Tuesday, February 25, 2020

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice: NR [REDACTED]

FARE-YWH-FULL_2020 \$357.14

+ GST \$17.86

Billing \$357.14

Taxes \$17.86

Grand Total \$375.00

Mastercard \$375.00

Date / Time February 25, 2020 @ 5:18:06 PM

Summary NR

Expiration

AC PCard

Anne Vavrik, Female

Authorization 081609

Add to Calendar

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

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

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

Booking NR

Wednesday, February 26, 2020

Invoice NR

726

FARE-YWH-FULL_2020

\$357.14

16:55 Victoria Harbour (Downtown)

+ GST

\$17.86

17:30 Vancouver Harbour (Downtown)

Billing

\$357.14

35 minutes

Taxes

\$17.86

Grand Total**\$375.00**

Confirmed

Mastercard

\$375.00

1 Passengers - Full-Fare

Date / Time

February 26, 2020 @ 3:59:08 PM

Anne Vavrik, Female

Summary

NR

AC PCARD

Expiration

Authorization

082764

Add to Calendar

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.



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Audit Trail for Travel Voucher (Restricted Use) E132763 for Hannah, Jeff

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/03/11 12:49:22	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2020/03/11 12:53:01	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Notified	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2020/03/11 13:24:33	Hannah, Jeff NR Jeff.Hannah@gov.bc.ca		Approved	Brandt, Alissa Alissa.Brandt@gov.bc.ca
2020/03/11 13:30:33	Brandt, Alissa NR Alissa.Brandt@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132763 for Hannah, Jeff

1 note(s) returned.

Created On	Author	Note
2020/03/11 12:49:22	Hixson, Taylor NR Taylor.Hixson@gov.bc.ca	Feb 13, 2020 - BC Ferries reservation paid by AC. Feb 13-14, 2020 - Jeff stayed at hotel. Feb 15-17, 2020 - Jeff stayed at private accommodation. No claim made. Feb 17, 2020 - BC Ferries reservation paid by AC.

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Swartz Bay
To
Tsawwassen



LANE 04

RECEIPT - PLEASE RETAIN

PURCHASE 2020/02/13 ✓
BOOKING-NR
REF#: NR

Standard - Partially Prepaid	
1	Reservation Pr 10.00
20'	Undersize Vehi 57.50
1	Adult 17.20
<hr/>	
Total	84.70
<hr/>	
Prepayment	10.00
<hr/>	
Master Card	
*****NR	74.70 ✓
AUTH 096410 66277641 0010013940 S	
01 APPROVED - THANK YOU 027	
<hr/>	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 13 Feb 2020 15:45:23
NR

SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Swartz Bay



LANE 40

RECEIPT - PLEASE RETAIN

PURCHASE 2020/02/17 ✓
BOOKING-NR
REF#: NR

Standard - Partially Prepaid	
1	Reservation Pr 10.00
20'	Undersize Vehi 57.50
1	Adult 17.20
<hr/>	
Total	84.70
<hr/>	
Prepayment	10.00
<hr/>	
Master Card	
*****NR	74.70 ✓
AUTH 018968 66277657 0010014780 S	
01 APPROVED - THANK YOU 027	
<hr/>	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 17 Feb 2020 10:07:24
NR

SEE REVERSE SIDE OF TICKET

Per Diems: Feb 14th
Breakfast & Lunch

Mileage: Vic to Van (Feb 13th)
67 KM

Van to Vic: (Feb 17th)
67 km

Total: 134 KM

E132763



500-1321 Blanshard Street
Victoria, BC V8W 0B7

Toll Free: 1-888-BC FERRY (1-888-223-3779)
Direct: (250) 386-3431

Email: customerservice@bcferries.com

GST Number: 894623206RT0001
NR

Date Issued: 03/FEB/2020 15:35:17

Booked by: BC FERRIES WEBSITE

Booking Confirmation

Booking Holder: Jeff Hannah ✓

Phone: NR

Provide Booking Number to Ticket Agent

Customer Number: NR

Page 1 of 3

Booking Reference: NR

Departs	Time / Date
Swartz Bay, Victoria	17:00
Vancouver Island	13/Feb/2020

Arrives	Time / Date
Tsawwassen	18:35
Metro Vancouver	13/Feb/2020

Vehicle UNDER HEIGHT PASSENGER VEHICLE
Ferry Spirit of British Columbia

The sailing you have selected is a direct sailing.

Swartz Bay, Victoria - Tsawwassen

Fare Type STANDARD

Fare Information		Price
20'	UNDER HEIGHT PASSENGER VEHICLE	\$57.50
1	ADULT/YOUTH	\$17.20
Reservation Fee		\$10.00

Products and Fees: \$84.70

* Amount Paid: \$10.00

paid on Kirsten's PCard.

Due at Terminal: \$74.70

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST to customers as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

E132763



500-1321 Blanshard Street
Victoria, BC V8W 0B7

Toll Free: 1-888-BC FERRY (1-888-223-3779)

Direct: (250) 386-3431

Email: customerservice@bcferries.com

GST Number: 894623206RT0001
NR

Date Issued: 03/FEB/2020 15:35:17

Booked by: BC FERRIES WEBSITE

Booking Confirmation

Booking Holder: Jeff Hannah

Phone: NR

Provide Booking Number to Ticket Agent

Customer Number: NR

Page 1 of 3

Booking Reference: NR

Departs	Time / Date
Tsawwassen	13:00
Metro Vancouver	17/Feb/2020

Arrives	Time / Date
Swartz Bay, Victoria	14:35
Vancouver Island	17/Feb/2020

Vehicle UNDER HEIGHT PASSENGER VEHICLE
Ferry Coastal Celebration

The sailing you have selected is a direct sailing.

Tsawwassen - Swartz Bay, Victoria

Fare Type STANDARD

Fare Information		Price
20'	UNDER HEIGHT PASSENGER VEHICLE	\$57.50
1	ADULT/YOUTH	\$17.20
Reservation Fee		\$10.00

Products and Fees: \$84.70

*** Amount Paid:** \$10.00

Paid on Kirsten's PCARD.

Due at Terminal: \$74.70

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST to customers as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

NR

CSA APPROVED HOTEL AND RATE

Mr Jeffrey Hannah ✓
 Rm 247 501 Belleville St.
 Victoria BC V8W 9E2

Invoice

Invoice date 2/14/2020
 Invoice number NR
 Our reference
 GST Number

Guest	Mr Jeffrey Hannah	Arrival	2/13/2020	Departure	2/14/2020	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
2/13/2020	Room Charge	1	135.00	✓	135.00		
2/13/2020	DMF @1.293% Plus Taxes	1	1.75		1.75		
2/13/2020	Federal Tax GST	2	0.00		6.84		
2/13/2020	Provincial Room Tax	2	0.00		10.94		
2/13/2020	Municipal Room Tax	2	0.00		4.10		
2/13/2020	Overnight Valet Parking	1	33.45		33.45		
2/13/2020	Parking Tax @ 24%	1	8.03		8.03	\$ 43.55 parking	
2/13/2020	GST Parking	1	2.07		2.07		
		Valet parking with taxes is the same as self park below from CSA site					

2/14/2020	MC ***NR	Auth: 007520	Total invoice	202.18
				-202.18
			Total Paid	✓ -202.18
			Total Due	✓ 0.00

Total GST 8.91
 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

Electric Vehicle Station

Electric Vehicle Station \$43.55 per day

Underground

Underground \$43.55 per day

Secure

Secure \$43.55 per day

NR