



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133037

**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> Aaron, Sage		<b>Employee ID</b> NR		<b>Phone Number</b> (778) 678-0832																																																																						
<b>Client Organization</b> Office of the Premier		<b>Job Title</b> Communications Director		<b>Travel Group Code</b> 2																																																																						
<b>5. Date Completed</b> 2020/06/30		<b>6. Fiscal Year</b> 2021		<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> Official business			<b>Headquarters</b> Victoria																																																																					
<b>12. Mailing Address for Cheque</b>																																																																										
<table border="1"> <thead> <tr> <th rowspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th rowspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th rowspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th>*PCard Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>06/08</td> <td>* Vic-Vancouver (HJ)</td> <td>1730</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>DI</td> <td>28.50</td> <td></td> <td></td> </tr> <tr> <td>06/09</td> <td>* Van-Victoria (HJ)</td> <td>0000</td> <td>1815</td> <td></td> <td>0.00</td> <td>18.75</td> <td></td> <td>I</td> <td>14.00</td> <td></td> <td></td> </tr> <tr> <td colspan="5"><b>TOTALS OF COLUMNS</b></td> <td><b>36.</b> \$ 0.00</td> <td><b>37.</b> \$ 18.75</td> <td></td> <td><b>38.</b> \$ 42.50</td> <td><b>39.</b> \$ 170.37</td> <td><b>40.</b> \$ 0.00</td> <td><b>Claim Total</b> \$ 231.62</td> </tr> </tbody> </table>						16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		*PCard Destination	Start	End	Km	Cost	Claim	Cost	Cost	Describe	2020												06/08	* Vic-Vancouver (HJ)	1730	2359		0.00			DI	28.50			06/09	* Van-Victoria (HJ)	0000	1815		0.00	18.75		I	14.00			<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 18.75		<b>38.</b> \$ 42.50	<b>39.</b> \$ 170.37	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 231.62
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<b>48. Client Code</b> 004 004 004 004		<b>49. Resp.</b> 36A10	<b>50. Service Line</b> 36200	<b>51. STOB</b> 5701	<b>52. Project</b> 3600000	<b>45. Supplier Code</b> NR	<b>Amount</b> \$ 231.62																																																																			
<b>Less Travel Advance</b> 004																																																																										
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b> \$ 231.62																																																																			
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					<b>Print Name</b>		<b>Date Signed</b>																																																																			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<b>Print Name</b>		<b>Date Signed</b>																																																																			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.					<b>Print Name</b>		<b>Date Signed</b>																																																																			

FIN 10 (EFI-F0012 v2.6.1)

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

Audited 2020Jul09  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E133037 for Aaron, Sage**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/06/30 14:20:33	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Aaron, Sage Sage.Aaron@gov.bc.ca	Saved	Aaron, Sage Sage.Aaron@gov.bc.ca
2020/06/30 14:20:56	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Aaron, Sage Sage.Aaron@gov.bc.ca	Notified	Aaron, Sage Sage.Aaron@gov.bc.ca
2020/06/30 14:22:00	Aaron, Sage NR Sage.Aaron@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2020/06/30 15:10:32	Geary, Vanessa NR Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133037 for Aaron, Sage**

1 note(s) returned.

Created On	Author	Note
2020/06/30 14:20:33	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	June 8: Vic-Van: Helijet (on Pcard), Accommodation PD: DI June 9: Van-Vic: Helijet (on Pcard), cabs x 2 PD: I

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## Parkinson, Elizabeth PREM:EX

**From:** passengerservices@helijet.com  
**Sent:** June 2, 2020 11:57 AM  
**To:** Parkinson, Elizabeth PREM: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 #	s.22
	Name	Sage Aaron
Advisory		
++ SCHEDULE CHANGE ADVISORY++		

### Booking NR

Monday, June 8, 2020	Invoice NR	
	FARE-YWH-OffPeak_2020	\$247.62
858	+ GST	\$12.38
18:30 Victoria Harbour (Downtown)		
19:05 Vancouver Harbour (Downtown)	Billing	\$247.62
	Taxes	\$12.38
35 minutes	<b>Grand Total</b>	<b>\$260.00</b>
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.	
1 Passengers - Off-Peak	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.	
Sage Aaron, Female		
<a href="#">Add to Calendar</a>		

YELLOW CAB # 093  
1441 CLARK V5L3K9  
VANCOUVER BC  
Phone #604 681 1111  
27094110  
TM2709411001

**DEBIT SALE**

Batch #: 011 RRN: 0010110060  
06/09/20 17:07:20  
ORDER#: 5 REF#: 00000006  
APPR CODE: 616390  
IDP/DEFAULT Proximity  
\*\*\*\*\*NR  
Interac  
AID: A0000002771010

**AMOUNT \$8.35**  
s.22

**00 APPROVED**

Thank you for using  
Yellow Cab  
GST # 105762447RT001

CUSTOMER COPY

BLUEBIRD CABS #52  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE INTERAC  
ACCOUNT TYPE  
FLASH DEFAULT  
DATE 2020/06/09  
TIME 7490 18:14:53  
RECEIPT NUMBER  
H85068644-001-403-014-0

-----  
PURCHASE  
AMOUNT \$10.40  
s.22

-----  
Interac  
A0000002771010  
ABA3B037DF25CF9B  
8080008000-

**APPROVED**

AUTH# 656940 00-001  
THANK YOU

CARDHOLDER COPY

PHONE.250.382.2222

NR

Sage Aaron  
501 Belleville Street  
Victoria, BC V8V 2L8  
Canada

Room Number: NR  
Arrival Date: 06-08-20  
Departure Date: 06-09-20  
Page No: 1 of 1  
Folio No: NR  
Conf. No:  
AR No:  
Invoice No.:

**INFORMATION INVOICE**

Company Name: Provincial Government  
Group Name: Office of the Premier

06-09-20

Date	Description	Charges	Credits
06-08-20	Room Charge	145.00	
06-08-20	DMF	1.87	
06-08-20	PST	11.75	
06-08-20	GST	7.34	
06-08-20	AHRT	4.41	
06-09-20	Mastercard XXXXXXXXXXXXNR XX/XX		170.37
<b>Total</b>		<b>170.37</b>	<b>170.37</b>
<b>Balance</b>		<b>0.00</b>	

NR

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

Tuesday, June 9, 2020

Invoice NR

729

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Sage Aaron, Female

[Add to Calendar](#)

FARE-YWH-OffPeak\_2020

+ GST

Billing

Taxes

Grand Total

\$247.62

\$12.38

\$247.62

\$12.38

\$260.00

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

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

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

### COVID-19 Information:

For your ongoing safety and security, and in adherence with Government of Canada COVID-19 travel restrictions, please note: prior to being allowed to board their flight, all passengers will be