



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132961

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 Perry, Alisma				Employee ID NR				Phone Number (250) 387-2060																																																																																																																																																																																											
Client Organization Children and Family Development				Job Title Ministerial Assistant				Travel Group Code 3																																																																																																																																																																																											
5. Date Completed 2020/05/21			6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																																											
Type of Travel In Province			14. Reason for Travel Ministerial Buisness					Headquarters Victoria																																																																																																																																																																																											
12. Mailing Address for Cheque																																																																																																																																																																																																			
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Audit Trail for Travel Voucher (Restricted Use) E132961 for Perry, Alisma

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/05/21 11:34:41	Morton, Kaitlin NR Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2020/05/21 11:57:10	Morton, Kaitlin NR Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Saved	Perry, Alisma Alisma.Perry@gov.bc.ca
2020/05/21 11:57:25	Morton, Kaitlin NR Kaitlin.Morton@gov.bc.ca	Perry, Alisma Alisma.Perry@gov.bc.ca	Notified	Perry, Alisma Alisma.Perry@gov.bc.ca
2020/05/26 12:14:54	Perry, Alisma NR Alisma.Perry@gov.bc.ca		Initiated	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2020/05/26 14:10:50	Gunn, Paula M. NR Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E132961 for Perry, Alisma

0 note(s) returned.

Created On	Author	Note

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Alisma's Expenses – April 15-16, 2019

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED?	PAID?
April 15, 2019	Flight – Air Canada YYJ-YVR	Emily's PCard	Staffing Minister at Tuition Waiver event in Vancouver			
April 15-16, 2019	Hotel – NR	My mastercard		s.22		
April 16, 2019	Per diems: breakfast, lunch					
April 16, 2019	Flight – Air Canada YVR-YYJ	Emily's PCard				



Booking Confirmation

NR

Booking Reference: NR

Date of issue: 11 Apr, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Depart

Economy - Latitude

Monday 15 Apr, 2019	12:05 Victoria Victoria Int. (YYJ), BC		12:34 Vancouver Vancouver Int. (YVR), BC Terminal M	 AC8064	0hr29 Economy B Operated by: Air Canada Express - Jazz Q400
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Passengers

Alisma Perry

Ticket Number
NR

Seats

AC8064 NR



Purchase summary

MasterCard
*****NR
Amount paid: \$482.08
Tax information
GST no. 10009-2287 RT0001
\$22.96

	1 adult
Air Transportation Charges	
Base Fare	425.00
Surcharges	12.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	22.96
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	15.00
Total airfare and taxes before options	\$482 ⁰⁸
GRAND TOTAL (Canadian dollars)	\$482 ⁰⁸

Room : NR
Folio # :
Invoice # :
Cashier # : 276
Page # : 1 of 1

Govt BC
Ms Alisma Perry
501 Belleville St.
Room 134
Victoria BC V8V 1X4
Canada

Arrival : 04-15-19
Departure : 04-16-19

Date	Description	Additional Information		Charges	Credits
04-15-19	Room Charge			272.00	
04-15-19	Destination Marketing Fee			2.72	
04-15-19	Municipal Room tax			8.24	
04-15-19	Provincial Room tax			21.98	
04-15-19	Room GST			13.74	
04-16-19	s.22				
04-16-19	Mastercard	XXXXXXXXXXXXNR	EXP		s.22
Total				s.22	
Balance Due				0.00	

GST Summary

Room : 13.74
s.22
Other : 0.00
s.22

NR

From: [Morton, Kaitlin MCF:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Subject: Hotel Approval
Date: May 27, 2020 1:20:01 PM

Hi Saija,

Here is MKC's approval for the two Hotels as per requested.

Thankyou!

Kaitlin

From: Conroy, Katrine MCF:EX <Katrine.Conroy@gov.bc.ca>
Sent: May 27, 2020 11:47 AM
To: Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca>
Subject: Re: Hotels for approval please***

Approved

Sent from my iPad

On May 27, 2020, at 10:42 AM, Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca> wrote:

Hi Minister—

Please find attached two Hotels for approval re: Alsima's travel claim from April/June 2019

For your review/approval, when you can

(These were both trips to Vancouver)

Thank you so much for your attention to this!

Kaitlin

<NR June 26-27 2019.pdf>

<NR Apr 15-16 2019.pdf>



Booking Confirmation

NR - - - - -

Booking Reference: NR

Date of issue: 11 Apr, 2019

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Depart

Economy - Latitude

Tuesday
16 Apr, 2019

14:10
Vancouver
Vancouver Int. (YVR), BC
Terminal M



14:39
Victoria
Victoria Int. (YYJ), BC


AC8069

0hr29
Economy B
Operated by: Air Canada Express -
Jazz | Q400

Passengers

 **Alisma Perry**

Ticket Number
NR

Seats
AC8069 NR



Purchase summary

MasterCard
*****NR
Amount paid: \$471.58
Tax information
GST no. 10009-2287 RT0001
\$22.46

1 adult

 Air Transportation Charges

Base Fare	425.00
Surcharges	12.00

 Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	22.46
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options	\$471⁵⁸
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GRAND TOTAL (Canadian dollars)	\$471⁵⁸
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Alisma's Expenses – June 5-6, 2019

DATE	TYPE OF EXPENSE	HOW PAID	REASON	Amount	CLAIMED?	PAID?
June 26, 2019	Helijet	Emily's PCard	In Vancouver to staff Minister at PLEA Anniversary event			
June 26-27, 2019	Hotel: ^{NR} NR	My Mastercard	Same as above	368.94		
June 27, 2019	Per diems to claim: breakfast		Same as above			
June 27, 2019	Helijet	Emily's PCard	Same as above			

INVOICE

Alisma Perry
501 Bellville St
Victoria BC V8V 1X4
Canada

Room No. NR
Arrival 06-26-19
Departure 06-27-19
Folio Window 1
Folio No. NR

Confirmation No. NR

Group Name

Date	Description	Charges	Credits
06-26-19	Accommodation	314.00	
06-26-19	Room P.S.T	25.44	
06-26-19	Room G.S.T.	15.90	
06-26-19	Destination Mktg Fee	4.06	
06-26-19	MRDT 3%	9.54	
06-27-19	Master Card	XXXXXXXXXXXXNR XX/XX	368.94
Total		368.94	368.94

Guest Signature

Balance

0.00

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 or the full amount of these charges.

GST Summary:

Rooms	15.90
Food & Beverage	0.00
Other	0.00
Total	15.9

Registration Number: NR

NR **Summary**

No Membership to be credited

NR

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for your business.

NR

From: [White, Emily MCF:EX](#)
To: [Perry, Alisma MCF:EX](#)
Cc: [Morton, Kaitlin MCF:EX](#)
Subject: FLIGHTS - JUN 26/27 - FW: Thank you for choosing to take off with HeliJet!
Date: June 24, 2019 1:36:57 PM

Hi Alisma –
Flights below

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 778 974 5937 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. ***

From: Passenger Services <PassengerServices@helijet.com>
Sent: June 24, 2019 1:37 PM
To: White, Emily MCF:EX <Emily.White@gov.bc.ca>
Subject: Thank you for choosing to take off with HeliJet!

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	Alisma Perry
Company	Ministry Of Children And Family Development

Booking # NR

Wednesday, June 26, 2019

Invoice # NR

716	FARE-YWH-FULL_Summer2019	\$228.57
12:25 Victoria Harbour (Downtown)	+ GST	\$11.43
13:00 Vancouver Harbour (Downtown)		
35 minutes	Billing	\$228.57
	Taxes	\$11.43
Confirmed	Grand Total	\$240.00
1 Passengers - Off-Peak . Alisma Perry, Female		
Add to Calendar		
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, June 27, 2019		
711	Invoice #NR	
10:00 Vancouver Harbour (Downtown)	FARE-YWH-FULL_Summer2019	\$228.57
10:35 Victoria Harbour (Downtown)	+ GST	\$11.43
35 minutes	Billing	\$228.57
	Taxes	\$11.43
Confirmed	Grand Total	\$240.00
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