

MLA EXPENSE CLAIM

(when travelling on government business on behalf of Executive Council)

INVOICE # TRA-DEA200728**FORM USAGE**

This form is for use by MLAs when travelling on government business on behalf of the Executive Council. After completion, the original claim form should be scanned and forwarded along with the copies of the original receipts and a copy of the approval letter to: FIN FSA MIN OFF, Corporate Financial and Facilities Services, Ministry of Finance, 3rd Floor, 617 Government Street, PO Box 9415 Stn Prov Govt, Victoria BC V8W 9V1. Cheques for correctly submitted claims will be processed within 7 working days of receipt in Finance.

ZMLA^{NR}**CHEQUE INFORMATION**

Name (Payee Name for Cheque): Mitzi Dean

Leg. Assist. Name: Trudy Maygard

Phone# 250-387-0334

Cheque Mailing Address: Direct deposit

Reason for Travel: PS Duties - Annoucnment at Legislature - PS for Gender Equity to The Minister of Finance

Riding: Esquimalt-Metchosin

DATE		PLACES TRAVELLED	PERSONAL		BUS/TAXI	MEALS		ACCOMMODATION	MISCELLANAEUS		TOTAL
M	D	FROM/TO (ENTER CITY NAMES)	KM	\$	\$	\$	\$	\$	COST \$	DESCRIPTION	\$
7	28	Constituency to Legislature	54	29.70		B					29.70
		Round trip		-		L					-
				-		D					-
7	28	Lunch and Dinner - Victoria		-		B					-
				-		L	48.50				48.50
				-		D					-
				-		B					-
				-		L					-
				-		D					-
				-		B					-
				-		L					-
				-		D					-
				-		B					-
				-		L					-
				-		D					-

ok to pay, email dated August 10, 2020 from Kathryn Reine, attached

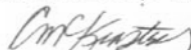
CLAIM TOTAL**78.20**

 
 MLA Signature Date

Certified this is a true statement of disbursements made 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 another party.

FOR USE BY MINISTRY OF FINANCE

Client: 022 Resp: 32 133 Svc Line: 34085 STOB: 8225 Proj: 3200000



August 11, 2020

Expense Authority Signature

Date

Certified correct pursuant to section 32 & 33 of the Fiscal Administration Act and related policies

From: [Reine, Kathryn](#)
To: [Janke, Debra FIN:EX](#)
Subject: Re: Travel: Mitzi Dean July 28, 2020
Date: August 10, 2020 3:39:09 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello, ✓ |

this is good to pay - she sent it to me first :) s.22
s.22

Hope you are well
Kathryn Reine
Financial Coordinator, Accounts Payable & Receivable
Financial Services, Legislative Assembly of B.C.
614 Government Street, Victoria, BC V8V 1X4
Email: Kathryn.Reine@leg.bc.ca Tel: 250-356-7515

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: Monday, August 10, 2020 3:23 PM
To: Reine, Kathryn
Subject: Travel: Mitzi Dean July 28, 2020

Hi Kathryn,

It has been awhile since I have emailed you. I hope everything with you is wonderful!

Is the attached claim for Mitzi ok to pay?

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

INVOICE # TRA-MAL-200831

TRA-MAL200831

Form is for use by MLAs when travelling on government business on behalf of the Executive Council. After completion, the original claim form should be forwarded along with the original receipts and a copy of the approval letter to: Chief Financial Officer, Financial Services and Administration, Ministry of Finance, 3rd Floor, 617 Government Street, PO Box 9415 Stn Prov Govt, Victoria BC B8W 9V1. Cheques for correctly submitted claims will be processed within 7 working days of receipt in Finance.

CHEQUE INFORMATION

ZMLA NR

Name (Payee Name for Cheque): Sheila Malcolmson

Leg. Assist. Name: Paige Falkins

Phone#: 250-387-9437

Riding: Nanaimo

Cheque Mailing Address:

s.22

Reason for Travel: Parliamentary Secretary of Environment announcement in Victoria (Clean Coast, Clean Waters)

Expense in Victoria (Clean Coast, Clean Waters)											
DATE		PLACES TRAVELLED FROM/TO (ENTER CITY NAMES)	PERSONAL		BUS/TAXI	MEALS		ACCOMMODATION	MISCELLANAEUS		TOTAL
M 2020	D		KM	\$	\$	\$	\$	COST \$	DESCRIPTION	\$	
8	31	From Nanaimo to Victoria round trip	224	123.20		B	12.50				
				-		L	27.00		19.90	Ferry	155.60
				-		D	INCIDENTALS		19.90		27.00
				-		B					-
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Nanaimo Harbour
To
Gabriola Island



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 06

Source

RECEIPT - PLEASE RETAIN

PURCHASE 2020/08/31

20'	Undersize Vehi	22.90
1	Adult	9.70
	Fuel Rebate	0.35-
1	UH Savings	8.30-
1	Adult Savings	4.05-

Total 19.90

BCF Experience 19.90

NR

CHANGE DUE 0.00

Today's Savings 12.35

Stored Value

Savings:VEH & PASS Savings

Balance:\$66.15

PS
presses

CARDHOLDER COPY

NAH 31 Aug 2020 20:46:22

NR

From: [Reine, Kathryn](#)
To: [Janke, Debra FIN:EX](#)
Subject: Re: MLA Expense Claim: Sheila Malcolmson
Date: September 18, 2020 10:43:08 AM

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good to pay :)

Kathryn Reine
Financial Coordinator, Accounts Payable & Receivable
Financial Services, Legislative Assembly of B.C.
614 Government Street, Victoria, BC V8V 1X4
Email: Kathryn.Reine@leg.bc.ca Tel: 250-356-7515

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: Friday, September 18, 2020 10:12 AM
To: Reine, Kathryn
Subject: MLA Expense Claim: Sheila Malcolmson

Hi Kathryn,

Is the attached claim for Sheila ok to pay?

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
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