

EM21EXEDIJ9



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133251

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 Ho, Theresa ✓				Employee ID NR				Phone Number s.17			
Client Organization Energy, Mines and Petroleum Resources				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2020/09/21			6. Fiscal Year 2021		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Travel with Minister					Headquarters Surrey			
12. Mailing Address for Cheque s.22											
16. Travel Dates	17. Places Travelled			18. 0.55 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
	06/11 Van-Squamish-Van	0800	1600	190	104.50			0.00			
	06/20 Van-NorthVan-Van	0800	1600	60	33.00			0.00			
	07/13 Van-Vic-Van (ferry x 2)	0700	2300	162	89.10		181.00	F-		51.50	
TOTALS OF COLUMNS				412 kms		36. ✓ \$ 226.60	37. ✓ \$ 181.00	38. ✓ \$ 51.50	39. ✓ \$ 0.00	40. ✓ \$ 0.00	Claim Total \$ 459.10 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount					
Less Travel Advance 057											
AMOUNT DUE TO EMPLOYEE										54. \$ 459.10 ✓	
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			

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Sept 24/20

Audit Trail for Travel Voucher (Restricted Use) E133251 for Ho, Theresa

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/09/21 13:14:11	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2020/09/21 13:22:33	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2020/09/21 14:40:02	Ho, Theresa NR Theresa.Ho@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/09/22 11:45:06	Robb, Amanda ✓ NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133251 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2020/09/21 13:22:33	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	06/11: Drove Van- Squamish-Van (190km). 06/20: Drove Van-North Van-Van (60km). 07/13: Travel Van-Vic-Van via ferry (\$181). Drove Van-Leg-Van (162 km). Claim FD meals (\$51.5). ✓

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From: Theresa Ho

Re: Travel to and from MO for tech. set-up.
Day trip

Tsawwassen
To
Swartz Bay



LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2020/07/13 ✓
BOOKING-R0900
REF#: NR

Standard - Partially Prepaid	
1	Reservation Pr 17.00
20'	Undersize Vehi 57.50
1	Adult 17.20
	Fuel Rebate 1.20

Total	90.50	✓
Prepayment	17.00	

Visa
*****NR 73.50
AUTH 017011 66307720 0010013000 H
VISA CREDIT
A0000000031010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 13 Jul 2020 07:57:23
NR

SEE REVERSE SIDE OF TICKET

confirmed with MO (email attached):
reservation fees were paid by the employee
and not the office purchase card

Swartz Bay
To
Tsawwassen



LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2020/07/13 ✓
BOOKING-R2100
REF#: NR

Standard - Partially Prepaid	
1	Reservation Pr 17.00
20'	Undersize Vehi 57.50
1	Adult 17.20
	Fuel Rebate 1.20

Total	90.50	✓
Prepayment	17.00	

Visa
*****NR 73.50
AUTH 002381 66307700 0010010100 H
VISA CREDIT
A0000000031010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 13 Jul 2020 20:36:07
NR

SEE REVERSE SIDE OF TICKET

From: [Ellis, Jaelin EMPR:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E133251 Theresa Ho
Date: September 24, 2020 9:59:06 AM

No problem, thanks

Jaelin

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 24, 2020 9:57 AM
To: Ellis, Jaelin EMPR:EX <Jaelin.Ellis@gov.bc.ca>
Subject: RE: E133251 Theresa Ho

Thanks Jaelin for the confirmation.

I have had instances when the reservation prepayment fee was on the same ticket, but, was paid by the office purchase card.

I will process the travel claims, today.

Debra

From: Ellis, Jaelin EMPR:EX <Jaelin.Ellis@gov.bc.ca>
Sent: September 24, 2020 9:54 AM
To: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Subject: RE: E133251 Theresa Ho

Hi Debra,

The reservation fee was not paid with the office Pcard, and Theresa paid for it. It says "prepayment" of \$17 on the receipt for a total of \$90.50. Those are the only two receipts that Theresa provided me with, but if BC Ferries put the \$17 charge on that ticket it would mean that it was the same visa used.

Jaelin

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 24, 2020 9:45 AM
To: Ellis, Jaelin EMPR:EX <Jaelin.Ellis@gov.bc.ca>
Subject: E133251 Theresa Ho

Hi Jaelin,

The BC Ferries tickets indicate the total charged on Theresa's Visa was \$73.50 for both sailings.

Please confirm that the reservation fees were not paid on the office purchase card. When the reservation fee is not included in the payment amount the employee should provide a receipt indicating proof of payment.

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

EM21EXEDIJ9



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133252

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TOTALS OF COLUMNS					36. ✓	37. ✓		38. ✓	39. ✓	40. ✓	Claim Total	✓																																																																																																					
					307 kms	\$ 168.85	\$ 181.00	\$ 63.75	\$ 221.43	\$ 47.40	\$ 682.43																																																																																																						
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount																																																																																																								
057		27011	26700		5702	2700000	NR		110.35 s.22																																																																																																								
057		27011	26700		5701	2700000			572.08																																																																																																								
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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

DJ Sept 24/20

Audit Trail for Travel Voucher (Restricted Use) E133252 for Ho, Theresa

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/09/21 14:00:13	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2020/09/21 14:02:19	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2020/09/21 14:36:57	Ho, Theresa NR Theresa.Ho@gov.bc.ca		Approved	Robb, Amanda Amanda.Robb@gov.bc.ca
2020/09/22 11:44:53	Robb, Amanda ✓ NR Amanda.Robb@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133252 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2020/09/21 14:00:13	Ellis, Jaelin NR Jaelin.Ellis@gov.bc.ca	08/12: Travel Van-Vic via Ferry (\$90.50). Drove Van-Leg (81km). Overnight accommodation (\$221.43). Parked at hotel (\$16.8). Claim L&I (\$22.75). 08/13: Travel Vic-Van via ferry (\$90.50). Drove Leg-Van (81km). Claim L&D&I (\$41). 09/09: Drove to 520 Beatty Street Parkade and back home (60km). Parked at parkade (\$ 11.60). 09/17: Drove Van-SRY-Van (85km). 09/18: Drove Van-VCO and parked at VCO (\$19). ✓

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From: [Janke, Debra FIN:EX](#)
To: [Ellis, Jaelin EMPR:EX](#)
Subject: E133252 Theresa Ho
Date: November 16, 2020 8:52:09 AM
Attachments: [E133252 THERESA HO HOTEL FOLIO.pdf](#)

Hi Jaelin,

The above-noted travel claim has been previously paid. **NR** is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio (attached) with "Hotel approved" and return signed copy.

My apologies that I did not ask for this sooner.

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

From: Theresa Ho

Re: Travel to + from Mo

Tsawwassen
To
Swartz Bay

Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7
LANE 43
RECEIPT - PLEASE RETAIN
PURCHASE 2020/08/12
BOOKING-R1100
REF#: NR
Standard - Partially Prepaid
1 Reservation Pr 17.00
20' Undersize Vehi 57.50
1 ✓ Adult 17.20
Fuel Rebate 1.20-
Total 90.50
Prepayment 17.00
Master Card 73.50
*****NR
AUTH 01894Z 66307/14 0010018750 H
MASTERCARD
0000000041010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

confirmed with MO (email attached) :
reservation paid by the employee

CARDHOLDER COPY
TSA 12 Aug 2020 10:37:29
NR

SEE REVERSE SIDE OF TICKET

NR

Ms Theresa Ho ✓

Vancouver BC
CANADA

Invoice

Invoice date 8/13/2020
Invoice number NR
Our reference NR
GST Number NR

not listed on the CSA:
Ministers approval requested

Guest	Ms Theresa Ho	Arrival	8/12/2020	Departure	8/13/2020	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
✓ 8/12/2020	Room Charge	1	189.00	189.00			
8/12/2020	GST Room Taxes 5%	1	9.54	9.54			
8/12/2020	DMF Fee 1%	1	1.89	1.89			
8/12/2020	Municipal Room Tax 3%	1	5.73	5.73			
8/12/2020	Provincial Room Tax 8%	1	15.27	15.27			
8/12/2020	Parking	1	16.00	16.00			
8/12/2020	GST Parking	1	0.80	0.80			

				Total invoice	238.23
8/13/2020	MC ***NR	Auth: 04763Z ✓			-238.23
				Total Paid	-238.23 ✓
				Total Due	0.00 ✓

Total GST 10.34

For Corporate Accounts please forward cheque payments to our Head Office address:

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 _____

NR

Ms Theresa Ho ✓

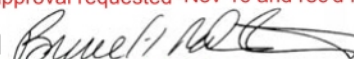
Vancouver BC
CANADA

Invoice

Invoice date 8/13/2020
 Invoice number NR
 Our reference NR
 GST Number NR

not listed on the CSA:
 Ministers approval requested -Nov 16 and rec'd Nov 16/20

Approved



Minister Bruce Ralston

Guest **Ms Theresa Ho** Arrival **8/12/2020** Departure **8/13/2020** Room **NR**

Date	Description	Quantity	Unit Price	Total ()
✓ 8/12/2020	Room Charge	1	189.00	189.00
8/12/2020	GST Room Taxes 5%	1	9.54	9.54
8/12/2020	DMF Fee 1%	1	1.89	1.89
8/12/2020	Municipal Room Tax 3%	1	5.73	5.73
8/12/2020	Provincial Room Tax 8%	1	15.27	15.27
8/12/2020	Parking	1	16.00	16.00
8/12/2020	GST Parking	1	0.80	0.80

Total invoice **238.23**

8/13/2020 MC ***NR Auth: 04763Z ✓

-238.23

Total Paid **-238.23** ✓Total Due **0.00** ✓

Total GST 10.34

For Corporate Accounts please forward cheque payments to our Head Office address:

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

NR

From: Theresa Ho

Re: Return trip to Vancouver, Aug 13 2020

Swartz Bay
To
Tsawwassen


Suite 300 - 2521 Blanshard Street
Victoria BC Canada V8N 0B7

LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2020/08/13 ✓
BOOKING-R2001
REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	17.00
20	Undersize Vehi	57.50
1 ✓	Adult	17.20
	Fuel Rebate	1.20-

Total 90.50 ✓

Prepayment 17.00

Visa
*****NR 73.50

AUTH 025391 66307784 0010019500 H

VISA CREDIT

0000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

confirmed with MO (email attached) :
reservation paid by the employee

CARDHOLDER COPY

SWB 13 Aug 2020 19:37:51

NR

SEE REVERSE SIDE OF TICKET

RECEIPT
Thank You
For your Patronage

License Plate Number

NR

Expiration Date/Time

01:03 PM

SEP 09, 2020

Purchase Date/Time: 11:03am Sep 09, 2020

Total Due: \$11.60

Rate: \$11.60 for 2 Hours

Total Paid: \$11.60 ✓

Pmt Type: CC (Swipe)

Ticket #: 00068139

S/N #: 520116271114

Setting: CP02 - B

Mach Name: CPC2 - 4

*****NR

MasterCard

Auth #: 00010Z

Theresa
to

GST# R10147647

Oh Boy Production - Rehearsal

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING REC

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 09/18/2020 ✓ 08:36
Exited: 09/18/2020 17:26
Ticket Number: 27897
Transaction Number: 84196
Rate: A
Parking Fee: \$19.00

Total Fee: \$19.00
Fee Paid: \$19.00 ✓
Master
XXXXXXXXXXXXNR
Approval Number: 03533Z

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120986095RT0005

From: [Ellis, Jaelin EMPR:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E133251 Theresa Ho
Date: September 24, 2020 9:56:27 AM

Yes, again those are the only receipts that Theresa provided me with and the only she has. I'm not sure what else she can get from BC Ferries to show the prepayment?

Jaelin

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 24, 2020 9:54 AM
To: Ellis, Jaelin EMPR:EX <Jaelin.Ellis@gov.bc.ca>
Subject: FW: E133251 Theresa Ho

Hi Jaelin,

The same applies for the reservation fees on T/V#E133252. The employee should be attaching a copy of the booking # confirmation payment receipt.

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: September 24, 2020 9:44 AM
To: Ellis, Jaelin EMPR:EX <Jaelin.Ellis@gov.bc.ca>
Subject: E133251 Theresa Ho

Hi Jaelin,

The BC Ferries tickets indicate the total charged on Theresa's Visa was \$73.50 for both sailings. Please confirm that the reservation fees were not paid on the office purchase card. When the reservation fee is not included in the payment amount the employee should provide a receipt indicating proof of payment.

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>

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