

EN21EXEDIJ15



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133216

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 Sather, Kelly ✓				Employee ID NR				Phone Number (250) 888-5930																																																																																																			
Client Organization Environment and Climate Change Strategy				Job Title Senior Ministerial Assistant				Travel Group Code 3																																																																																																			
5. Date Completed 2020/09/17			6. Fiscal Year 2021			7. Special Cheque Issue EFT			8. Cheque Stub Information																																																																																																		
Type of Travel In Province			14. Reason for Travel Ministerial Business						Headquarters Minister's Office																																																																																																		
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4																																																																																																											
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></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>09/13</td> <td></td> <td>Vic-Van (ferry)</td> <td>1000</td> <td>1900</td> <td></td> <td>0.00</td> <td></td> <td>F-BL</td> <td>30.50</td> <td>199.86</td> <td></td> </tr> <tr> <td>09/14</td> <td></td> <td>Van</td> <td>0700</td> <td>1900</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>199.86</td> <td></td> </tr> <tr> <td>09/15</td> <td></td> <td>Van</td> <td>0700</td> <td>1900</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>199.86</td> <td></td> </tr> <tr> <td>09/16</td> <td></td> <td>Van-Vic (HJ) P/Car</td> <td>0700</td> <td>1300</td> <td></td> <td>0.00</td> <td>10.55</td> <td>F-LD</td> <td>22.75</td> <td></td> <td></td> </tr> <tr> <td colspan="6">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 10.55</td> <td>38. \$ 156.25</td> <td>39. \$ 599.58</td> <td>40. \$ 0.00</td> <td>Claim Total \$ 766.38 ✓</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				Destination	Start	End	Km	Cost		Claim	Cost		Describe	2020												09/13		Vic-Van (ferry)	1000	1900		0.00		F-BL	30.50	199.86		09/14		Van	0700	1900		0.00		F-	51.50	199.86		09/15		Van	0700	1900		0.00		F-	51.50	199.86		09/16		Van-Vic (HJ) P/Car	0700	1300		0.00	10.55	F-LD	22.75			TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 10.55	38. \$ 156.25	39. \$ 599.58	40. \$ 0.00	Claim Total \$ 766.38 ✓
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		Describe																																																																																																
2020																																																																																																											
09/13		Vic-Van (ferry)	1000	1900		0.00		F-BL	30.50	199.86																																																																																																	
09/14		Van	0700	1900		0.00		F-	51.50	199.86																																																																																																	
09/15		Van	0700	1900		0.00		F-	51.50	199.86																																																																																																	
09/16		Van-Vic (HJ) P/Car	0700	1300		0.00	10.55	F-LD	22.75																																																																																																		
TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 10.55	38. \$ 156.25	39. \$ 599.58	40. \$ 0.00	Claim Total \$ 766.38 ✓																																																																																																
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code NR		Amount \$ 766.38																																																																																															
Less Travel Advance 048																																																																																																											
										54. AMOUNT DUE TO EMPLOYEE \$ 766.38 ✓																																																																																																	
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)

Production *** Copyright © Government of British Columbia

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

* ferry paid by the DMO

DJ Sept 18/20

Audit Trail for Travel Voucher (Restricted Use) E133216 for Sather, Kelly

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/09/17 11:53:20	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2020/09/17 11:53:41	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2020/09/18 11:50:35	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Initiated	Heyman, George George.Heyman@gov.bc.ca
2020/09/18 11:51:39	Sather, Kelly NR Kelly.Sather@gov.bc.ca		Redirected	Lindsay-Baugh, Anna Anna.LindsayBaugh@gov.bc.ca
2020/09/18 11:52:25	Lindsay-Baugh, Anna ✓ NR Anna.LindsayBaugh@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133216 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2020/09/17 11:53:20	Shoquist, Sarah NR Sarah.Shoquist@gov.bc.ca	09/13 - Ferry to Van paid by DMO, DI, Hotel 09/14 - BLDI, Hotel 09/15 - BLDI, Hotel 09/16 - Taxi to Helijet, BI, Helijet to Vic paid by office pcard

Production *** Copyright © Government of British Columbia

From: [Janke, Debra FIN:EX](#)
To: [Shoquist, Sarah ENV:EX](#)
Subject: E133216 Kelly Sather
Date: September 21, 2020 8:15:00 AM

Hi Sarah,

The above-noted travel claim for Kelly has been paid.

NR is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and email signed copy. **-received and attached**

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: [Shoquist, Sarah ENV:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: Travel Voucher E133216 Kelly Sather
Date: September 17, 2020 4:05:18 PM
Attachments: [E133216 + Receipts KS Sept 13-16.pdf](#)

Good afternoon,

Please find attached the travel voucher and receipts for Kelly's recent trip to Vancouver, which should be coming through to you in eforms shortly.

Cheers,

Sarah Shoquist

Administrative Assistant to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy

sunday - dinner and incidentals
monday - break lunch dinner
and incidentals
tuesday - breakfast lunch dinner
and incidentals
wednesday - breakfast and
incidentals
plus the taxi receipt i sent you
plus the three nights at hotel
which i sent you the folio for

Hotel Approved



Ms Kelly Sather
s.22

Room: NR
Folio: NR
Cashier: 119
Arrival: 09-13-20
Departure: 09-15-20
Reference:

Date	Description	Additional Information	Charges	Credits
09-13-20	Room Charge		170.10	
09-13-20	Destination Marketing Fee (DMF)		2.20	
09-13-20	Rooms - GST		8.61	
09-13-20	Municipal Room Tax (MRT)		5.17	
09-13-20	Rooms - Provincial Tax - PST		13.78	
09-14-20	Room Charge		170.10	
09-14-20	Destination Marketing Fee (DMF)		2.20	
09-14-20	Rooms - GST		8.61	
09-14-20	Municipal Room Tax (MRT)		5.17	
09-14-20	Rooms - Provincial Tax - PST		13.78	
09-15-20	Master Card	XXXXXXXXXXXXNR	XX/XX	399.72

GST Summary	
Registration No: NR	
Room	17.22
F&B	0.00
Other	0.00
Total	17.22

PST Summary	
Room	27.56
F&B	0.00
Other	0.00
Total	27.56

Total	399.72	399.72
Balance Due	0.00	CDN

Guest Signature: _____

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 of or the full amount of these charges.

Ms Kelly Sather ✓
s.22

Not listed on the CSA
Ministers approval requested by email on Sept 21/20 (attached)

Room: NR
Folio: NR
Cashier: 119
Arrival: 09-13-20
Departure: 09-15-20
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 09-13-20	Room Charge		170.10	
09-13-20	Destination Marketing Fee (DMF)		2.20	
09-13-20	Rooms - GST		8.61	
09-13-20	Municipal Room Tax (MRT)		5.17	
09-13-20	Rooms - Provincial Tax - PST		13.78	
✓ 09-14-20	Room Charge		170.10	
09-14-20	Destination Marketing Fee (DMF)		2.20	
09-14-20	Rooms - GST		8.61	
09-14-20	Municipal Room Tax (MRT)		5.17	
09-14-20	Rooms - Provincial Tax - PST		13.78	
09-15-20	Master Card	XXXXXXXXXXXXNR ✓ XX/XX		399.72

GST Summary

Registration No: NR
Room 17.22
F&B 0.00
Other 0.00
Total 17.22

PST Summary

Room 27.56
F&B 0.00
Other 0.00
Total 27.56

Total	399.72	399.72 ✓
Balance Due	0.00 CDN ✓	

Guest Signature: _____

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 of or the full amount of these charges.

Hotel Approved



Ms Kelly Sather
s.22

Room: NR
Folio: NR
Cashier: 119
Arrival: 09-15-20
Departure: 09-16-20
Reference:

Date	Description	Additional Information	Charges	Credits
09-15-20	Room Charge		170.10	
09-15-20	Destination Marketing Fee (DMF)		2.20	
09-15-20	Rooms - GST		8.61	
09-15-20	Municipal Room Tax (MRT)		5.17	
09-15-20	Rooms - Provincial Tax - PST		13.78	
09-16-20	Master Card	XXXXXXXXXXXXNR XX/XX		199.86

GST Summary	
Registration No: NR	
Room	8.61
F&B	0.00
Other	0.00
Total	8.61

PST Summary	
Room	13.78
F&B	0.00
Other	0.00
Total	13.78

Total	199.86	199.86
Balance Due	0.00	CDN

Guest Signature: _____

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 of or the full amount of these charges.

Ms Kelly Sather ✓
s.22

Room: NR
Folio: NR
Cashier: 119
Arrival: 09-15-20
Departure: 09-16-20
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 09-15-20	Room Charge		170.10	
09-15-20	Destination Marketing Fee (DMF)		2.20	
09-15-20	Rooms - GST		8.61	
09-15-20	Municipal Room Tax (MRT)		5.17	
09-15-20	Rooms - Provincial Tax - PST		13.78	
09-16-20	Master Card	XXXXXXXXXXXXNR	XX/XX	199.86

GST Summary	
Registration No: NR	
Room	8.61
F&B	0.00
Other	0.00
Total	8.61

PST Summary	
Room	13.78
F&B	0.00
Other	0.00
Total	13.78

Total	199.86	199.86 ✓
Balance Due	0.00	CDN ✓

Guest Signature: _____

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 of or the full amount of these charges.

YELLOW CAB # 210
1441 CLARK V5L3K9
VANCOUVER BC
Phone #604 681 1111
27095083
TM2709508301

DEBIT SALE

Batch #: 063 RRN: 0010630020
09/16/20 ✓ 10:59:01
ORDER#: 1 REF#: 00000002
APPR CODE: 149236
IDP/DEFAULT Proximity
*****NR ✓
Interac
AID: A0000002771010

AMOUNT \$10.55 ✓

00 APPROVED

Thank you for using
Yellow Cab
GST # 105762447RT001

CUSTOMER COPY

Shoquist, Sarah ENV:EX

From: passengerservices@helijet.com
Sent: September 17, 2020 3:57 PM
To: Shoquist, Sarah ENV:EX
Subject: Thank you for choosing to take off with Helijet!

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



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	Kelly Sather

Booking NR

Wednesday, September 16, 2020 ✓	Invoice NR	
715	FARE-YWH-OffPeak_2020	\$247.62
12:55 Vancouver Harbour (Downtown) ✓	+ GST	\$12.38
13:25 Victoria Harbour (Downtown)	Billing	\$247.62
Dropoff:	Taxes	\$12.38
Shuttle Requested	Grand Total	\$260.00
30 minutes	Mastercard	\$260.00
Confirmed	Date / Time	September 16, 2020 @ 1:54:08 PM

1 Passengers - Off-Peak
Kelly Sather, Female ✓

[Add to Calendar](#)

Summary	**** *NR
Expiration	NR
Authorization	026178

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 subject to a Health Check - specific questions relating to any symptoms you may have, and your previous or recent out of country travel itinerary. In addition, at check-in, passengers on all flights departing or arriving at Canadian airports are required to demonstrate they have a non-medical mask or face covering to wear for the duration of the flight, otherwise they will be denied boarding onto the aircraft.

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.