



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133094

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 Holmwood, Jen		Employee ID NR		Phone Number (250) 818-4881																																																																																																																																																	
Client Organization Office of the Premier		Job Title Deputy Communications Director		Travel Group Code 2																																																																																																																																																	
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Type of Travel In Province		14. Reason for Travel Official Business			Headquarters Victoria																																																																																																																																																
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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited by PL Jul 28, 2020

Audit Trail for Travel Voucher (Restricted Use) E133094 for Holmwood, Jen

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/07/22 16:49:49	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Holmwood, Jen Jen.Holmwood@gov.bc.ca	Saved	Holmwood, Jen Jen.Holmwood@gov.bc.ca
2020/07/22 16:50:08	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Holmwood, Jen Jen.Holmwood@gov.bc.ca	Notified	Holmwood, Jen Jen.Holmwood@gov.bc.ca
2020/07/22 16:53:58	Holmwood, Jen NR Jen.Holmwood@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2020/07/23 13:26:04	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) E133094 for Holmwood, Jen

1 note(s) returned.

Created On	Author	Note
2020/07/22 16:49:49	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	July 2: Vic-Van-Vic: Helijet (on Pcard), HAir (on Pcard), Cab PD: LI

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R133094

BLUEBIRDS CABS #166
2612 QUADRA ST
VICTORIA BC

CARD ***** NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2020/07/02
TIME 1693 08:57:08
RECEIPT NUMBER
C85068576-001-629-005-0

PURCHASE
AMOUNT \$18.00
s.22

Interac
A0000002771010
2A3BF9064EAE449B
0000008000-6800
222A090E2DD0966E

APPROVED

AUTH# 322295 00-001
THANK YOU

CARDHOLDER COPY

PHONE.250.382.2222

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
Sent: June 26, 2020 9:01 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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	Jennifer Holmwood
	Company	Office Of The Premier

Booking NR

Thursday, July 2, 2020	Invoice NR	
	FARE-YWH-OffPeak_2020	\$247.62
710	+ GST	\$12.38
09:30 Victoria Harbour (Downtown)		
10:05 Vancouver Harbour (Downtown)	Billing	\$247.62
	Taxes	\$12.38
35 minutes	Grand Total	\$260.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.	

Customer Information

Account	HAS #	NR
	Name	Jennifer Holmwood
	Company	Office Of The Premier

Booking **NR**

Thursday, July 2, 2020

Invoice **NR**

Flight #239

16:00 Vancouver Harbour / Map 16:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Jennifer Holmwood, Female

[Add to Calendar](#)

Air Transportation Charges

Sked 200 : (St) GO Flex \$191.40

Taxes, Fees and Charges

Sked 200 : Carbon Offset \$0.65

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : VHFC Terminal Fee \$9.86

Billing \$201.91

Taxes \$0.00

Grand Total \$201.91

Turbobucks \$201.91

Date / Time June 26, 2020 @ 11:49:58 AM

Summary **NR**

Service Turbobucks

Ticket **NR**

COVID-19 Update: The change/cancellation terms will be waived for all bookings made prior to May 1, 2020. Any bookings made from May 1, 2020 onwards will be subject to the change/cancellation terms detailed below.

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 4 hrs* prior to departure.

Changeable up to 4 hrs* prior to departure (subject to difference in fare value).

*Changes or cancellations within 4 hrs are subject to a \$20 fee. For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the fee.

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

As always, no fees will be applied in the event of weather disruptions.

FS21EXESLP37



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133157

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Sept22
SLP

Audit Trail for Travel Voucher (Restricted Use) E133157 for Holmwood, Jen

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/08/20 17:10:41	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Holmwood, Jen Jen.Holmwood@gov.bc.ca	Saved	Holmwood, Jen Jen.Holmwood@gov.bc.ca
2020/08/20 17:11:39	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Holmwood, Jen Jen.Holmwood@gov.bc.ca	Notified	Holmwood, Jen Jen.Holmwood@gov.bc.ca
2020/09/10 11:01:46	Holmwood, Jen NR Jen.Holmwood@gov.bc.ca		Approved	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2020/09/10 11:12:09	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) E133157 for Holmwood, Jen

1 note(s) returned.

Created On	Author	Note
2020/08/20 17:10:41	Parkinson, Elizabeth V. NR Elizabeth.Parkinson@gov.bc.ca	Aug.6: Vic-Van-Vic: Cab, Helijet (on Pcard), HAir (on Pcard) PD: BLI

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R133157



250-888-3000

Fare Receipt

Date: Aug 6/20 Amount: \$11.73

Car #: 88 Driver: Clyde

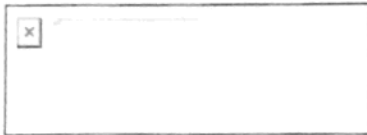
From: _____ To: _____

E193157

Parkinson, Elizabeth PREM:EX

From: passengerservices@helijet.com
 Sent: July 30, 2020 2:33 PM
 To: Parkinson, Elizabeth PREM:EX
 Subject: Important update from Helijet!

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



This is an important update from Helijet.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

Customer Information

Account	Customer #	NR
	Name	Jennifer Holmwood
	Company	Office Of The Premier

Booking NR

Thursday, August 6, 2020

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Jennifer Holmwood, Female

[Add to Calendar](#)

Invoice NR

SALE - Seat Sale \$219 \$208.57

+ GST \$10.43

Billing \$208.57

Taxes \$10.43

Grand Total \$219.00

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

Does not qualify for combination with Kids Fly Free promotions.

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-

Flight #239

16:00 Vancouver Harbour / Map 16:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Jennifer Holmwood, Female

[Add to Calendar](#)

Sked 200 : (St) GO Flex \$191.40

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

Billing \$201.91

Taxes \$0.00

Grand Total \$201.91**Turbobucks \$201.91**

Date / Time July 31, 2020 @ 12:04:33 PM

Summary NR

Service Turbobucks

Ticket NR

COVID-19 Update: The change/cancellation terms will be waived for all bookings made prior to May 1, 2020. Any bookings made from May 1, 2020 onwards will be subject to the change/cancellation terms detailed below.

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Changeable up to 4 hrs* prior to departure (subject to difference in fare value).

*Changes or cancellations within 4 hrs are subject to a \$20 fee. For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the fee.

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

As always, no fees will be applied in the event of weather disruptions.

Required Travel Documents:

All passengers 18 years and above must present government issued photo identification.

Select Seating \$10 (space permitting)

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between Richmond (YVR South), Ganges & Maple Bay

35 lbs. Guaranteed