



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133151

**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.

<b>Name</b> Landry, Matt				<b>Employee ID</b> NR		<b>Phone Number</b> (778) 676-3562																																																																																																																																																																																																																									
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**Audit Trail for Travel Voucher (Restricted Use) E133151 for Landry, Matt**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/08/17 10:06:20	Brewer, Lia NR Lia.Brewer@gov.bc.ca	Landry, Matt Matt.Landry@gov.bc.ca	Notified	Landry, Matt Matt.Landry@gov.bc.ca
2020/08/17 11:19:00	Brewer, Lia NR Lia.Brewer@gov.bc.ca	Landry, Matt Matt.Landry@gov.bc.ca	Notified	Landry, Matt Matt.Landry@gov.bc.ca
2020/08/31 11:33:49	Landry, Matt NR Matt.Landry@gov.bc.ca		Saved	Landry, Matt Matt.Landry@gov.bc.ca
2020/08/31 11:42:30	Landry, Matt NR Matt.Landry@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2020/08/31 15:08:26	Laird, Patricia A. NR Patricia.Laird@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Forwarded	Brewer, Lia Lia.Brewer@gov.bc.ca
2020/09/02 11:43:26	Brewer, Lia NR Lia.Brewer@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133151 for Landry, Matt

2 note(s) returned.

Created On	Author	Note
2020/08/17 10:06:20	Brewer, Lia NR Lia.Brewer@gov.bc.ca	July 20-23 - Personal accommodation in Victoria
2020/08/31 15:08:26	Laird, Patricia A. NR Patricia.Laird@gov.bc.ca	This will have be approved by one of the Expense Authorities. One of the MA's. You cannot approve your own travel. I forwarded it to Lia for approval.

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NR

Mr Matt Landry  
s.22

Room : NR  
Arrival Date : 07/13/20  
Invoice No. : NR  
Folio No. : NR  
Conf. No. : NR  
Cashier No. : 20  
Billing Date : 09/14/20  
A/R Number

Date	Description		Debit	Credit
07/13/20	Debit Card	Incidental deposit		300.00
07/13/20	Debit Card	Partial RO		100.00
07/13/20	Debit Card	Partial RO		564.29
07/13/20	Room Charge	\$221.43 PER NIGHT	189.00	
07/13/20	Destination Marketing Fee		1.89	
07/13/20	Provincial Room Tax		21.00	
07/13/20	Room GST		9.54	
07/13/20	Parking Charges		18.00	
07/13/20	GST		0.90	
07/14/20	Room Charge		189.00	
07/14/20	Destination Marketing Fee		1.89	
07/14/20	Provincial Room Tax		21.00	
07/14/20	Room GST		9.54	
07/14/20	Parking Charges		18.00	
07/14/20	GST		0.90	
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07/15/20	Provincial Room Tax		21.00	
07/15/20	Room GST		9.54	
07/15/20	Parking Charges		18.00	
07/15/20	GST		0.90	

s.22

Room H/GST Total - 28.62	<b>Total</b>	Claiming \$720.99	s.22
Other H/GST Total - 2.70			
H/GST #NR PST# NR	<b>Balance</b>		<b>0.00</b>

I agree that my liability for this bill 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 or the full amount of these charges.

NR

NR

Mr Matt Landry  
s.22

Room : NR  
Arrival Date : 07/13/20  
Invoice No. : NR  
Folio No. : NR  
Conf. No. : NR  
Cashier No. : 83  
Billing Date : 08/14/20  
A/R Number

Date	Description	Debit	Credit
07/13/20	Room Charge	189.00	
07/13/20	Destination Marketing Fee	1.89	
07/13/20	Provincial Room Tax	21.00	
07/13/20	Room GST	9.54	
07/13/20	Parking Charges	18.00	
07/13/20	GST	0.90	
07/14/20	Room Charge	189.00	
07/14/20	Destination Marketing Fee	1.89	
07/14/20	Provincial Room Tax	21.00	
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07/15/20	Destination Marketing Fee	1.89	
07/15/20	Provincial Room Tax	21.00	
07/15/20	Room GST	9.54	
07/15/20	Parking Charges	18.00	
07/15/20	GST	0.90	
Room H/GST Total - 28.62		<b>Total</b>	<b>720.99</b>
Other H/GST Total - 2.70			<b>0.00</b>
H/GST #NR	PST# NR	<b>Balance</b>	<b>720.99</b>

I agree that my liability for this bill 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 or the full amount of these charges.

NR



## Control No.

E133060

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
Landry, Matt	NR	(778) 676-3562
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Transportation and Infrastructure	Executive Assistant	3

<b>5. Date Completed</b> 2020/07/09	<b>6. Fiscal Year</b> 2021	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
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Type of Travel In Province	14. Reason for Travel Ministerial	Headquarters Campbell River
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## 12. Mailing Address for Cheque

16. Travel Dates	17. Places Travelled			18. .55 kms 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
2020											
07/05	Nanaimo > Vic	0800	1800	127	69.85			0.00		221.43	
07/06	Vic	0800	1800		0.00		F-	51.50	s.22	221.43	18.90 Parking
07/07	Vic	0800	1800		0.00		F-	51.50	-	221.43	18.90 Parking
07/08	Vic	0800	1800		0.00		F-	51.50	---	221.43	18.90 Parking
07/09	Vlc	0800	1800		0.00		F-	51.50	--		18.90 Parking

Dates are Jul 05-Jul 08 for hotel

TOTALS OF COLUMNS	36. \$ 69.85	37. \$ 0.00		38. \$ 206.00	39. <del>\$ 885.72</del> \$ 22	40. \$ 75.60	Claim Total <del>-----</del> \$ 22
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48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
034	55001	60410	5701	5500102	NR	\$ 1237.17 \$5.22
034						
034						
034						

[illegible][illegible]

<b>45. Employee Signature (See Audit Trail)</b> - 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.	<b>Print Name</b>	<b>Date Signed</b>
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<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
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57. <b>Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>
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**Audit Trail for Travel Voucher (Restricted Use) E133060 for Landry, Matt**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/07/09 15:46:49	Brewer, Lia NR Lia.Brewer@gov.bc.ca	Landry, Matt Matt.Landry@gov.bc.ca	Notified	Landry, Matt Matt.Landry@gov.bc.ca
2020/07/09 15:51:09	Landry, Matt NR Matt.Landry@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2020/07/14 09:56:42	Laird, Patricia A. NR Patricia.Laird@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Forwarded	Brewer, Lia Lia.Brewer@gov.bc.ca
2020/07/14 10:00:34	Brewer, Lia NR Lia.Brewer@gov.bc.ca		Forwarded	Beale, William William.Beale@gov.bc.ca
2020/07/14 11:23:43	Beale, William NR William.Beale@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133060 for Landry, Matt

1 note(s) returned.

Created On	Author	Note
2020/07/09 15:46:49	Brewer, Lia NR Lia.Brewer@gov.bc.ca	07/05: Nanaimo > Vic: personal vehicle use @127KM 07/06: Vic, parking, accommodation, per diem 07/07: Vic, parking, accommodation, per diem 07/08: Vic, parking, accommodation, per diem 07/09: Vic, parking, accommodation, per diem

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## Waters, Leah TRAN:EX

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**From:** Landry, Matt TRAN:EX  
**Sent:** July 6, 2020 11:27 AM  
**To:** Waters, Leah TRAN:EX  
**Subject:** KMs - Nanaimo to Victoria

Hi Leah,

I travelled 127Km from Nanaimo to Vic Sunday. No per Diem needed for Sunday.

Thanks,  
Matt

PARKING - 75.60

ACCOMMODATION - s.22

incorrect total added one day parking in error.

PER DIEM - MON - THURS

NR

Mr Matt Landry  
s.22

Room : NR  
Arrival Date : 07/05/20  
Invoice No. : NR  
Folio No. : NR  
Conf. No. : NR  
Cashier No. : 41  
Billing Date : 07/09/20  
A/R Number

Date	Description	Debit	Credit
07/05/20	Room Charge 221.43 PER NIGHT	189.00 ✓	
07/05/20	Destination Marketing Fee	1.89	
07/05/20	Provincial Room Tax	21.00	
07/05/20	Room GST	9.54	
07/05/20	Parking Charges 18.90 PER DAY	18.00 ✓	
07/05/20	GST	0.90	
07/06/20	Room Charge	189.00 ✓	
07/06/20	Destination Marketing Fee	1.89	
07/06/20	Provincial Room Tax	21.00	
07/06/20	Room GST	9.54	
07/06/20	Parking Charges	18.00 ✓	
07/06/20	GST	0.90	
07/06/20	Debit Card 1 night room, taxes, parking,		240.33
07/06/20	Debit Card security deposit		100.00
07/07/20	Room Charge	189.00 ✓	
07/07/20	Destination Marketing Fee	1.89	
07/07/20	Provincial Room Tax	21.00	
07/07/20	Room GST	9.54	
07/07/20	Parking Charges	18.00 ✓	
07/07/20	GST	0.90	
07/08/20	Room Charge	189.00 ✓	
07/08/20	Destination Marketing Fee	1.89	
07/08/20	Provincial Room Tax	21.00	
07/08/20	Room GST	9.54	
07/08/20	Parking Charges	18.00 ✓	
07/08/20	GST	0.90	
07/09/20	Mastercard XXXXXXXXXXXXNR XX/XX		620.99
Room H/GST Total - 38.16		<b>Total</b>	<b>961.32</b>
Other H/GST Total - 3.60			<b>961.32</b>
H/GST # NR	PST# NR	<b>Balance</b>	<b>0.00</b>

Room is \$885.72  
Parking is \$75.60 total is 961.32

NR

NR

---

NR

Mr Matt Landry  
s.22

Room : NR  
Arrival Date : 07/05/20  
Invoice No. : NR  
Folio No. : NR  
Conf. No. : NR  
Cashier No. : 41  
Billing Date : 07/09/20  
A/R Number

I agree that my liability for this bill 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 or the full amount of these charges.

NR



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133204

**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.

<b>Name</b> Brewer, Lia				<b>Employee ID</b> NR				<b>Phone Number</b> (778) 974-6109				
<b>Client Organization</b> Transportation and Infrastructure				<b>Job Title</b> Senior Ministerial Assistant				<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2020/09/14			<b>6. Fiscal Year</b> 2021		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>				
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial					<b>Headquarters</b> Victoria				
<b>12. Mailing Address for Cheque</b>												
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>		
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Claim</b>	<b>Cost</b>		<b>Cost</b>	<b>Describe</b>	
2020	Vic > Van (HA)	0800	1800		0.00		F-	51.50		257.32		
09/02	Van > Vic (HA)	0800	1800		0.00		F-	51.50				
09/03	PCARD											
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 103.00	<b>39.</b> \$ 257.32	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 360.32	
<b>48. Client Code</b>		<b>49. Resp.</b>		<b>50. Service Line</b>		<b>51. STOB</b>		<b>52. Project</b>		<b>45. Supplier Code</b>		
034		55001		60410		5701		5500102		NR		
034												
034												
034												
<b>Less Travel Advance</b>												
034												
<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b> \$ 360.32		
<b>45. Employee Signature (See Audit Trail)</b> - 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.							<b>Print Name</b>		<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							<b>Print Name</b>		<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.							<b>Print Name</b>		<b>Date Signed</b>			

**Audit Trail for Travel Voucher (Restricted Use) E133204 for Brewer, Lia**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/09/14 14:39:14	Brewer, Lia NR Leah.Waters@gov.bc.ca		Initiated	Brewer, Lia Lia.Brewer@gov.bc.ca
2020/09/14 14:39:50	Brewer, Lia NR Leah.Waters@gov.bc.ca		Redirected	Beale, William William.Beale@gov.bc.ca
2020/09/14 14:41:44	Brewer, Lia NR Leah.Waters@gov.bc.ca		Recalled	Brewer, Lia Leah.Waters@gov.bc.ca
2020/09/14 14:42:09	Brewer, Lia NR Leah.Waters@gov.bc.ca		Approved	Beale, William William.Beale@gov.bc.ca
2020/09/14 14:42:39	Brewer, Lia NR Leah.Waters@gov.bc.ca		Recalled	Brewer, Lia Leah.Waters@gov.bc.ca
2020/09/14 14:42:55	Brewer, Lia NR Leah.Waters@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133204 for Brewer, Lia

1 note(s) returned.

Created On	Author	Note
2020/09/14 14:39:14	Brewer, Lia NR Leah.Waters@gov.bc.ca	09/02 - Vic > Van, HA Flight (PCARD), per diem 09/03 - Van > Vic, HA Flight (PCARD, per diem, accommodation

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Room : NR  
Folio # : NR  
Invoice # :  
Cashier # : 135  
Page # : 1 of 1

CSA APPROVED HOTEL AND PRICED BELOW THE  
CSA RATE

Ms Lia Brewer  
PO Box 9055 Stn Prov Govt  
Victoria BC V8W9E2  
Canada

Arrival : 09-02-20 ✓  
Departure : 09-03-20 ✓

Date	Description	Additional Information	Charges	Credits
09-02-20	Room Charge		✓ 219.00	
09-02-20	Destination Marketing Fee		2.83	
09-02-20	Hotel Room Tax		24.40	
09-02-20	Room GST		11.09	
09-03-20	Visa	✓ XXXXXXXXXXXXNR XX/XX		✓ 257.32
Total			257.32	257.32
Balance Due			✓ 0.00	

**GST Summary**

Room : 11.09  
F&B : 0.00  
Other : 0.00  
Total : 11.09

**HST Summary**

Room : 0.00  
F&B : 0.00  
Other : 0.00  
Total : 0.00

Thank you for choosing NR  
To provide feedback about your stay, please contact NR  
We also invite you to share memories of your experience on our community forum - visit NR

For information or reservations, visit us at  
NR

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Thank you for choosing to stay with NR

**Account**

HAS #

NR

Name

Claire Trevena

**Booking** NR**Wednesday, September 2, 2020****Flight #238/Twin Otter****16:00 Victoria Harbour / Map****16:35 Vancouver Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Lia Brewer, Female**[Add to Calendar](#)

NR

Invoice NR

Air Transportation Charges

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

+ Goods and Services Tax \$10.09

Billing \$201.91

Taxes \$10.09

**Grand Total \$212.00**

**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.

**Required Travel Documents:**

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

Select Seating \$10 (space permitting)



**Account**

HAS #

NR

Name

Claire Trevena

**Booking** NR**Thursday, September 3, 2020****Flight #249****18:30 Vancouver Harbour / Map****19:05 Victoria Harbour / Map****35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Lia Brewer, Female**[Add to Calendar](#)

NR

**Invoice** NR**Air Transportation Charges**

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

+ Goods and Services Tax \$10.09

Billing \$201.91

Taxes \$10.09

**Grand Total \$212.00**

**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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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)