

FI21EXEDIJ51



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133348

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 Copeland, Alison ✓		Employee ID NR		Phone Number (250) 889-4031	
Client Organization Citizens' Services		Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2020/12/18		6. Fiscal Year 2021		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel EA Travel, from Dec 6,7,8,9,10,13,15,16,17		Headquarters Maple Ridge	
12. Mailing Address for Cheque PO Box 9068 Stn Prov Gov't					
16. Travel Dates	17. Places Travelled		18. 0.55 Personal Vehicle Use		19. Other Transport Costs
	Destination	Start	End	Km	Cost
2020					
12/06	Coquitlam to Vic ^(ferry)	1500	1900	82	45.10
12/07	Full day in Vic	0800	1930		0.00
12/08	Full day in Vic	0800	1930		0.00
12/09	Full day in Vic	0800	1930		0.00
12/10	Vic to Coquitlam ^(ferry)	0800	1930	82	45.10
12/13	Coquitlam to Vic ^(ferry)	1500	1900	82	45.10
12/14	Full day in Vic	0800	1930		0.00
12/15	Full day in Vic	0800	1930		0.00
12/16	Full day in Vic	0800	1930		0.00
12/17	Vic to Coquitlam ^(ferry)	0800	1930	82	45.10
TOTALS OF COLUMNS			328 kms	36. ✓ \$ 180.40	37. 362.00 \$ s.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	5701	3200000	NR
112					
112					
112					
Less Travel Advance					
112					
AMOUNT DUE TO EMPLOYEE					54. \$ s.22
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

954.40

954.40

FIN 10 (EFI-F0012 v2.6.1)

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

* Hotel and Hotel parking paid on: FLEURANTK 03JAN21 Purchase Card
email sent to MO, dated January 6/21 : Re: policy

DJ Dec 18/20

Audit Trail for Travel Voucher (Restricted Use) E133348 for Copeland, Alison

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/12/18 11:25:53	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:36:43	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:37:18	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:37:57	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:38:29	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Notified	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:51:32	Hubley, Holly (NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 11:51:39	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Notified	Copeland, Alison Alison.Copeland@gov.bc.ca
2020/12/18 12:27:43	Copeland, Alison NR Alison.Copeland@gov.bc.ca		Approved	Fleurant, Kathleen Kathleen.Fleurant@gov.bc.ca
2020/12/18 13:08:59	Fleurant, Kathleen ✓ NR Kathleen.Fleurant@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133348 for Copeland, Alison

3 note(s) returned.

Created On	Author	Note
2020/12/18 11:36:43	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Dec 6 - Alison drove from Coquitlam to Tsawwassen, took the ferry over to Swartz Bay and then drove from Swartz Bay to downtown Victoria. Over night in Victoria. No per diem Dec 7 - Full day in Victoria, full day per diem. Over night in Victoria Dec 8 - Full day in Victoria, full day per diem. Over night in Victoria Dec 9 - Full day in Victoria, full day per diem, Over night in Victoria ***CONTUINED***
2020/12/18 11:37:18	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Dec 10 - full day in Victoria, Alison drove to Swartz Bay ferry, ferry to mainland, drove from Tsawwassen to Coquitlam. Full day per diem Dec 13 - Alison drove from Coquitlam to Tsawwassen, took the ferry over to Swartz Bay and then drove from Swartz Bay to downtown Victoria. Over night in Victoria. No per diem Dec 14 - Full day in Victoria, full day per diem. Over night in Victoria ****CONTUINED***
2020/12/18 11:37:57	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Dec 15 - Full day in Victoria, full day per diem. Over night in Victoria Dec 16 - Full day in Victoria, full day per diem. Over night in Victoria. Dec 17 - Full day in Victoria, full. Alison drove to Swartz Bay ferry, ferry to mainland, drove from Tsawwassen to Coquitlam. Full day per diem

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From: [Hubley, Holly CITZ:EX](#)
To: [Janke, Debra FIN:EX](#); [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: E133348 Alison Copeland
Date: December 21, 2020 8:25:18 AM

They were not paid for on any office purchasing card. Alison used her personal credit card to pay for the reservations. All of the purchases made on her travel voucher were paid for by Alison on her personal card.

We received her travel card on Dec 18th, 2020

-Holly

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: December 18, 2020 9:46 PM
To: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>
Subject: E133348 Alison Copeland

Hi Holly,

For your records, please see the attached copy of Alison's adjusted travel claim. The change reflects the BC Ferries receipts on December 13th and 17th that were not included in the total. For each trip the interact amount indicates \$73.50.

For all four \$17.00 reservation fees, please confirm that they were not paid on your office purchase card.

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

Dec 6, 2020

Travel to Tsawwassen

49.5 km

Ferry from Tsawwassen
to Swartz Bay

\$ 90.50

Travel from Swartz Bay to
Hotel 32.5 km

Total travel for Dec 6th 2020

82 km = \$45.10

STOB

No per Diem.

Tsawwassen
To
Swartz Bay
BC Ferries

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

LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2020/12/06
BOOKING-R1700
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

Interac FLASH DEFAULT

*****NR 73.50

AUTH 584570 66307714 0010011660 H

Interac

00000002771010 / 0000000000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 06 Dec 2020 16:14:17

NR

S 15083

Per Diems.

Dec 7 - Full day per diem = \$51.50

Dec 8- Full day per diem = \$51.50

Dec 9. - Full day per diem = \$51.50

Dec 10 - Full day per diem = \$51.50

Dec 10, 2020

Drive From downtown
Victoria to Swartz Bay

32.5km

Ferry from Swartz Bay
to
Tsawwassen. = \$ 90.50

Drive from Tsawwassen
to Coquitlam

49.5 km

Total Km 82 = \$45.10

Swartz Bay
To
Tsawwassen



LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2020/12/10
BOOKING-R1900
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

Interac CHEQUING
*****NR 73.50

AUTH 648990 66307709 0010012970 C

Interac
A00000002771010 / 0000000000 / 7000

VERIFIED BY PIN

00 APPROVED - THANK YOU 001

CHANGE DUE 0.00

CARDHOLDER COPY

SWB 10 Dec 2020 18:01:38

NR

SEE REVERSE SIDE OF TICKET

Dec 13, 2020

Travel from Coquitlam

to Tsawwassen

49.5 km

Ferry from Tsawwassen

to Swartz Bay

\$ 90.50

Travel from Swartz Bay

to Downtown

Victoria.

32.5 km.

Km in total = 82 km.

No Per Diem

To
Swartz Bay

 BC Ferries
Victoria BC Canada V8W 0B7

LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2020/12/13

BOOKING-R1700

REF#: NR

Standard - Partially Prepaid

1	Reservation Pr	17.00
20'	Undersize Vehi	57.50
1 <input checked="" type="checkbox"/>	Adult	17.20
	Fuel Rebate	1.20-

Total 90.50 ☒

Prepayment 17.00

Interac FLASH DEFAULT
*****NR 73.50

AUTH 591530 66307721 0010019560 H

Interac

A0000002771010 / 0000000000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 13 Dec 2020 16:25:52

NR

SEE REVERSE SIDE OF TICKET

Dec 14, - Full day per diem = \$ 51.50

Dec 15. Full day Per diem = \$ 51.50

Dec 16. Full day Per diem = \$ 51.50

Dec 17. Full day per diem = \$ 51.50

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2020/12/17
BOOKING-R1700
REF#: NR [REDACTED]

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

Interac FLASH DEFAULT
*****NR [REDACTED] 73.50

AUTH 578150 66307709 0010011850 H

Interac

A0000002771010 / 8000000000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CHANGE DUE 0.00

*****CARDHOLDER COPY*****

SWB 17 Dec 2020 16:03:34

NR [REDACTED]

101904

SEE REVERSE SIDE OF TICKET

Dec 17, 2020

Travel from downtown
Victoria to
Swartz Bay.

32.5 km

Ferry Swartz
Bay to

Tsawwassen

\$ 90.50 Ferry

Travel from

Tsawwassen

to Coquitlam

49.5 km

82 km



Travel Voucher (Restricted Use)

Control No.

E133350

Name Smith, Krystal ✓	Employee ID NR	Phone Number (250) 952-7637
Client Organization Citizens' Services	Job Title Senior Ministerial Assistant	Travel Group Code 3

5. Date Completed 2020/12/18	6. Fiscal Year 2021	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel SMA duties in Victoria Dec 8, 2020		Headquarters Victoria

12. Mailing Address for Cheque	
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PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates 2020 12/08	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		Cost	Describe
	Leg to Gov House	1340	1345		0.00	11.50		0.00			

TOTALS OF COLUMNS	36. \$ 0.00	37. ✓ \$ 11.50		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 11.50
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	\$	0.00	\$	7.69	\$	0.00	\$	0.00	\$	0.00	\$	7.69
48.	Client Code 112 112 112 112	49.	Resp. 32805	50.	Service Line 34610	51.	STOB 5701 6501	52.	Project 3200000	45.	Supplier Code NR	Amount \$ 11.50

[illegible][illegible]

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
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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
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E133350 for Smith, Krystal

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/12/18 13:06:24	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2020/12/18 13:07:49	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2020/12/18 13:26:13	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Notified	Smith, Krystal Krystal.Smith@gov.bc.ca
2020/12/18 13:36:41	Smith, Krystal NR Krystal.Smith@gov.bc.ca		Approved	Fleurant, Kathleen Kathleen.Fleurant@gov.bc.ca
2020/12/18 13:57:03	Fleurant, Kathleen ✓ NR Kathleen.Fleurant@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133350 for Smith, Krystal

1 note(s) returned.

Created On	Author	Note
2020/12/18 13:07:49	Hubley, Holly NR Holly.Hubley@gov.bc.ca	Dec 8 - Krystal took a taxi to Government House with Minister. Took different taxi's. Krystal got a ride back to the Legislature. ✓

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E133350

BLUEBIRD CABS #42
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2020/12/08 ✓
TIME 1926 13:45:15
RECEIPT NUMBER
C85069006-001-693-006-0

PURCHASE
TOTAL

\$11.50 ✓

Mastercard
A0000000041010
3D9EE12B3DDF5DA5
0000008000-E800
09C0041AD265442E

APPROVED

AUTH# 047744 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Krystal Smith

Dec 8, 2020

Travel from Leg to
Government House

\$ 11.50

STOB 6501

* Krystal got a ride
back from government
house *