



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133384

**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> Meehan, Patrick				<b>Employee ID</b> NR		<b>Phone Number</b> (778) 875-1498	
<b>Client Organization</b> Jobs, Economic Development and Competitiveness				<b>Job Title</b> Ministerial Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2021/01/12		<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> Vancouver Meetings				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2							
<b>16. Travel Dates</b> 2020 12/19	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b> Vic to Vancouver (HA)	<b>Start</b> 1000	<b>End</b> 2359	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b> F-B
							<b>Cost</b> 41.00
							<b>Lodging Costs</b>
							<b>Cost</b>
							<b>Describe</b>
				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00	<b>38.</b> \$ 41.00	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 41.00		
<b>TOTALS OF COLUMNS</b>							
<b>48. Client Code</b> 125 125 125 125	<b>49. Resp.</b> 51000	<b>50. Service Line</b> 08001	<b>51. STOB</b> 5711 5701	<b>52. Project</b> 5111111	<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 41.00
<b>Less Travel Advance</b> 125							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b> \$ 41.00
<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) E133384 for Meehan, Patrick

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/01/12 14:10:52	Hay, Lorna NR Lorna.Hay@gov.bc.ca	Meehan, Patrick Patrick.Meehan@gov.bc.ca	Notified	Meehan, Patrick Patrick.Meehan@gov.bc.ca
2021/01/12 14:13:18	Meehan, Patrick NR Patrick.Meehan@gov.bc.ca		Saved	Meehan, Patrick Patrick.Meehan@gov.bc.ca
2021/01/12 14:15:30	Meehan, Patrick NR Patrick.Meehan@gov.bc.ca		Approved	Flamank, Brittany Brittany.Flamank@gov.bc.ca
2021/01/13 17:12:50	Flamank, Brittany NR Brittany.Flamank@gov.bc.ca		Approved	Parmar, Ravi S. Ravi.Parmar@gov.bc.ca
2021/01/14 08:49:31	Parmar, Ravi S. NR Ravi.Parmar@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2021/01/14 09:07:27	Laird, Patricia A. NR Patricia.Laird@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Processed	

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## Notes for Travel Voucher (Restricted Use) E133384 for Meehan, Patrick

1 note(s) returned.

Created On	Author	Note
2021/01/12 14:10:52	Hay, Lorna NR Lorna.Hay@gov.bc.ca	Dec 19th - Victoria to Vancouver on 11:30 Harbour Air Flight. Worked in Vancouver Offices. Dec 19th - claiming Lunch and dinner s.22

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## Hay, Lorna JEDC:EX

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**From:** Flamank, Brittany JERI:EX  
**Sent:** January 11, 2021 5:30 PM  
**To:** Ponting, Rebecca JERI:EX; Hay, Lorna JEDC:EX  
**Subject:** MA Patrick Meehan's Travel - FW: Flight Itinerary. Thanks for choosing Harbour Air!

**Importance:** High

Please find below Patrick Meehan's flight for processing. He travelled to Vancouver to support Minister Kahlon for an announcement and series of media on Monday, Dec. 21.

Sincerely,

**Brittany Flamank**

Administrative Coordinator to  
The Honourable Minister Ravi Kahlon  
Minister of Jobs, Economic Recovery and Innovation  
**O:** 236-478-1859 | **C:** 250-208-4128  
[brittany.flamank@gov.bc.ca](mailto:brittany.flamank@gov.bc.ca)

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**From:** Meehan, Patrick JERI:EX  
**Sent:** January 8, 2021 3:39 PM  
**To:** Flamank, Brittany JERI:EX  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!

Here you go! Sorry I forgot till just now

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**From:** Larson, Lori JERI:EX <[Lori.Larson@gov.bc.ca](mailto:Lori.Larson@gov.bc.ca)>  
**Sent:** December 17, 2020 11:09 AM  
**To:** Meehan, Patrick JERI:EX <[Patrick.Meehan@gov.bc.ca](mailto:Patrick.Meehan@gov.bc.ca)>  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

Here you go, would you prefer for me to print it.

Lori

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**From:** [reservation@harbourair.com](mailto:reservation@harbourair.com) <[reservation@harbourair.com](mailto:reservation@harbourair.com)>  
**Sent:** December 17, 2020 11:05 AM  
**To:** Larson, Lori JERI:EX <[Lori.Larson@gov.bc.ca](mailto:Lori.Larson@gov.bc.ca)>  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

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



Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard!

Please note, due to COVID-19 we have introduced enhanced health and safety protocols that exceed the government travel guidelines. Before your flight, as of November 11th, 2020, each passenger will have temperature checked to ensure below 38 degrees and all passengers are required to complete and sign a health declaration form: [Please click here to complete this form.](#) To ensure the highest level of safety at this time, it is mandatory for all passengers to wear masks once inside our terminals and for the duration of the boarding process and flight. Thank you in advance for your support and understanding.

**Please Note:**

Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://harbourair.com) or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Paying with a Prepaid Quick Ticket or On Account Quick Ticket? Quick Tickets must be presented at check-in or another mode of payment will be required.

Harbour Air Team

### Customer Information

**Account**

HAS #

NR

Name

Sarena Talbot

**Advisory**

Patrick's flight Saturday, December 19th 11:30 AM

### Booking NR

Saturday, December 19, 2020

Invoice NR


Flight #220/Twin Otter

11:30 Victoria Harbour / Map ☐

Air Transportation Charges

Sked 200 : (Np) GO Flex

\$150.41

12:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Patrick Meehan, Male

[Add to Calendar](#)

NR

#### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$10.85
+ Goods and Services Tax	\$8.09

Billing	\$161.91
Taxes	\$8.09
<b>Grand Total</b>	<b>\$170.00</b>

**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)

#### 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

15 lbs. (space available)

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

##### Between Richmond (YVR South), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

### Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure or changed within 24hrs of departure

## Booking Information

### Domestic Flights

- Check-in time is **25 minutes prior to departure**. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show **government issued photo identification**. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage restrictions based on fare booked. Please see **Luggage for complete details**. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is **50 pounds**.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
  - Please note that flights may experience delays or cancellations due to inclement weather.
  - Change your mind? No problem! Up to 2 hours after booking, Harbour Air is happy to offer a cancellation grace period on most domestic flights. Please call our Reservations Centre at 1.800.665.0212 should you need to cancel your flight. Please note that this grace period cannot be extended to International flights, promotional fare types or bookings made within 24 hours of flight departure time.
  - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
  - Scenic and packaged tours: any cancellations made within 24 hours of departure or changes within 24hrs of departure are subject to a 100% cancellation fee.
  - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

### International Flights

- Check in time is **60 minutes prior to flight time**. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Passport book required for all passengers including infants** \*Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- Cancellations:**
  - Please note that flights may experience delays or cancellations due to inclement weather.
  - Cancellations less than 24 hours result in a full forfeiture of the fare